

Prospectus 2005-2006

Mary Ward Centre
The Friendly Place to Learn

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- Standard Print Version Designed by: Mark Design Ltd
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- Standard Print Version Printed by: Pindar plc

Welcome to the Mary Ward

The friendly place to learn.

Welcome to the Mary Ward Centre and to our 2005/2006 prospectus. As ever, there are courses that address the needs of body, mind and soul. Other courses have practical application in the workplace or provide skills that can make you more effective in the many roles you play. Our job is to help you to choose the right course and to help you succeed in your aspirations.

Whatever you might do at Mary Ward you can be assured that it will be done to a high standard. Highly commended at Inspection and a recipient of Beacon Status for the quality of its arrangements, Mary Ward is famous for being able to combine professionalism with a friendly informality

This is a critical year for adult education. Except for literacy and English as a second language, government priorities do not include the type of learning we and other adult education providers offer. Adult learning is already being squeezed nationally and next year the pips are really expected to squeak. If you value adult learning in all its forms - non-accredited study as well as accredited, useless knowledge as well as useful - make a political fuss! Letters to MP's and newspapers do help. Fight for your right to life long learning.

Patrick Freestone
Principal

Education in the Community

Over a century ago the Mary Ward was founded as a centre for education for its local community. Its main aim was to provide social and educational opportunities for those who had been denied them through circumstances of birth. Today, we still regard widening participation as a priority aspect of our work. We do this through working in partnership with local community organisations to provide education and training for those who have been traditionally excluded from mainstream education, and who may have a negative experience of formal education.

Our partners include local community centres and organisations, hostels for homeless men and women, and rehabilitation centres. We have offered courses in English, computing, life skills, community interpreting, health and fitness and crèche worker training.

If you think we might be able to work with you or your organisation please speak to Maddy Fisk on 020 7269 6088.

The Mary Ward Centre

42 Queen Square, London WC1N 3AQ

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Who was Mary Ward?

Mary Ward achieved fame in her lifetime as the best-selling novelist Mrs Humphry Ward but she had an enduring impact on public education through the pioneering work she initiated at the Settlement she founded which now bears her name. Her first residential settlement at University Hall, Bloomsbury (1890), had a religious aim but it was the work at Marchmont Hall (1891) in Marchmont Street with its social and educational fare of clubs, concerts, debates and lectures that reached the lives of ordinary people.

The two centres with their different aims were united in one purpose-built building in Tavistock Place which was originally called the Passmore Edwards Settlement after its benefactor. Mary Ward's declared aim was to promote 'equalisation' in society and the building was soon crammed with local residents enjoying 'the hundred pleasures and opportunities that fall mainly to the rich'. The Settlement acted as a magnet to ordinary people who not only came to pursue intellectual interests and learn practical skills, but to be part of a social and community network that included interest groups such as music, debating and chess societies, and self-help groups like the coal club, boot club, and mothers' and toddlers' clubs. A poor man's lawyer service, retraining facilities for the unemployed, and domestic economy classes for wives were also part of the programme.

Concerts and music were an important part of the Settlement reflecting Mary Ward's belief in the value of knowledge and experience for its own sake.

Gustav von Holst was Musical Director for a time and George Bernard Shaw, Sidney Webb and Keir Hardie were amongst those who gave lectures. It was Mary Ward's work with children at the Settlement that was to have the greatest influence on the English educational system. She was responsible for initiating the Play Centre movement in England by providing care and activities for children after school and Vacation Schools which had a similar function in holidays. Most important of all, the first school for physically handicapped children in England opened in 1899 at the Settlement.

The work of the Centre today is rooted in those early years. It offers still a pathway to personal and community growth through its educational programme. The poor man's lawyer is now the Legal Centre; clubs and societies from the Centre Art Club to the Over 60s flourish; and work with children continues through support to Coram's Fields. The Centre still is - in Mary Ward's words - 'a place for ideals, a place for enthusiasm'.

General Information

Term Dates 2005/2006

Autumn Term 2005

12 September - 10 December (12 weeks)

Half Term: 23 - 29 October

Spring Term 2006

9 January - 1 April (12 weeks)

No half term

Summer Term 2006

24 April - 17 July (12 weeks)

No half term

Opening Times

We are open for enquiries from 10.00-20.00 weekdays and 10.00-17.00 Saturdays during term time, and from 9.30-17.00 Monday to Friday throughout the summer vacation.

How to Enrol

Please see enrolment information accompanying the enrolment form. Please contact us for a copy.

Mary Ward Centre's Commitment to its Students

Mary Ward students can expect:

- courteous, helpful and friendly staff
- impartial, relevant advice and confidential guidance
- awareness by staff of when to refer you to more specialist help

- quality assured teachers
- well-planned courses
- a firm commitment to putting equal opportunities into practice
- formal and informal channels for expressing students views

If we fail in this you can expect:

- a readiness to accept responsibility for our shortcomings
- a willingness to put things right
- workers at all levels empowered to use their initiative to solve problems
- a straightforward complaints procedure for you to share concerns
- a prompt response to any formal complaint
- assurance that we learn from our mistakes

The Mary Ward Student Charter gives more information. A copy is available from Reception.

Disability Access and Special Needs

Unfortunately we have no lift. There is wheelchair access to the ground floor and sculpture studio, Reception, Café, disabled person's toilet, over 60s' clubroom and one classroom. If you have any special requirement we will do our utmost to assist, please contact Eileen Lyttle 020 7269 6062.

These are some of the ways we may be able to help:

relocation of classes to the ground floor; large print and recorded materials for blind students; induction loop and radio/transmitter hearing aid for students with hearing loss; signers for deaf students; accommodation of companions, helpers and guide dogs to students requiring them. Let us know your requirements on your enrolment form. For a copy of our disability statement, please ask Eileen.

Learning Support

If you have a health problem, a disability or difficulty coping with the content or the pace of a class, please let your tutor or a member of the

Mary Ward staff know. We see it as our job to help you learn. We want to know if you experience any difficulties with the learning programme so that we can make adjustments and assist you as best we can. Where appropriate, the Centre will provide additional learning support for written English.

Crèche

For children aged 6 months to 5 years, 9.45-17.00 Mon-Sat, subject to demand. Parents/carers must be in the building and priority is given to students over staff users. 50p per hour, 25p concessionary, if booked in advance for the duration of the course. £1 per hour, 50p concessionary otherwise. Please phone Paula on 020 7269 6082 for more information and to book a place.

Mission Statement

Our mission is to be highly regarded for the excellence, innovation and range of our Adult Education and Community Services.

University of London Extra-Mural Courses

Advice on courses with a 'U' suffix is available from the Information Bureau, Birkbeck Faculty of Continuing Education, 26 Russell Square, London WC1B 5DQ. Tel: 020 7631 6687 or 0845 601 0174. For most courses there are no formal entry requirements or tests, but students will take part in assessment.

Equality Assurance and Race Equality

We are committed to providing a service which offers equality of opportunity. We believe that all people have a right to an adult education service which promotes social justice and is free from unfair discrimination both in the delivery of our adult education service and in our recruitment and employment practices. The Centre's Equality Assurance and Race Equality Policies uphold these principles and also require that we monitor and report on the effectiveness of our

arrangements. The policies are on our website and also available in Reception.

Membership of the Centre

All students and staff are members. All members have the opportunity of electing representatives to the Council of Management and have a vote at the AGM which is on Wednesday 29 March 2005 at 7pm. Members are invited to take an active part in the life of Mary Ward.

Café

Our vegetarian café is open Monday to Thursday 9.30-21.00, Fridays 9.30-20.30, Saturdays 9.30-16.00, and Sundays, when the Centre is open, 11.00-15.00. The café also acts as the Centre's meeting place, and as an art gallery. Catering is provided on a franchise basis; you are not permitted to consume your own packed meals in the café.

Smoking

For the comfort, health and safety of all our users we have a no-smoking policy throughout the Centre.

Community Services

Mary Ward Legal Centre

Tel: 020 7831 7079

www.marywardlegal.org.uk

email: enquiries@marywardlegal.org.uk

26-27 Boswell Street, London WC1N 3JZ

The Legal Centre gives free legal advice to people living or working in Greater London. It undertakes casework in housing, debt, employment and welfare rights. Interpreters are available by arrangement. The premises are accessible by wheelchair.

Office Hours: Monday-Friday 9.30-17.30 (closed 13.00-14.00)

South Islington Mothers' and Babies' Fund

Tel: 020 7269 6062

The Fund helps mothers and children under five who live within a half-mile boundary of South Islington. Applications or enquiries to Eileen Lyttle, the Clerk of the Fund.

Council of Management

Management of the Centre is through the Council. Members for 2004/2005 are:

Robin Hazlewood (Chair), Peter del Tufo (Treasurer), Judith Barber, Victor Chibundu, Fazlul Chowdhury, Robert Davies, Shan Gayton, Michael Graubart, Colin Hopkins, Changyong Huang, Heather Jackson, Pamela Jencks, Gerald Jones, Andy Kirby, Eileen Lyttle, Irene McMillan, Rosalind Mills, Sampson Nte, Madeleine Page, Caroline Platt, Dr The Lord Nick Rea, Robert Rich, Rafael Romero, Jonathan Smith, Dawn Somper, Diana Stuart, Peter Vlachos, John Vorhaus.

Centre Staff

- **Principal/Warden:** Patrick Freestone
- Vice Principal - Curriculum and Quality: Suzanna Jackson
- Vice Principal - Finance and Resources: Clive Hutton
- Finance and Facilities Manager: Victor Chibundu
- Finance/Reception Assistant: Amanda Seller
- MIS Manager: Eric Nordell
- ICT Manager: Owain Huw
- ICT Officer: Richard Dormer
- PA to the Principal: Eileen Lyttle
- PA to VP - Curriculum: Sandra Breen
- Student Records Officer: Lynn Sowerby
- Curriculum Support Assistant: James Freestone
- Community Education Outreach: Maddy Fisk

- **Head of Computing: Clive Allum**
- Lecturer in Computing: Sonia Spencer
- Departmental Administrator: Chris Bauer

- **Head of English and Other Languages:** Helen Cottington
- Lecturer in Basic and Key Skills: Robert McIntosh
- Lecturer in Community Interpreting and Translation: Dragana Jakovljevic
- Departmental Administrator: Kellie Bryson

- **Head of Humanities:** Gerald Jones
- Lecturer in Humanities: Leonie Abrahamson
- Departmental Administrator: Josie Turner

- **Head of Visual and Performing Arts:** Sharon Fuller
- Lecturer in Visual Arts: Marlene Rolfe
- Technician: Ian Kirwan
- Departmental Administrator: Jackie Wamaitha

Reception and Educational Advice:

- Student Services Manager: Madeleine Page
- Evening Supervisor: Barbara Lindner
- Assistants: Marc Breen; Sophie Charalambous; Tim Hogg; Samsia Islam; Ann-Marie King; Cyp Stephenson; Kathy Stephenson; Mandy Yu
- Crèche: Paula Suen; Doli Paul; Esmerelda Lee
- Café; Daniela Scorcella; Luciano Bruni

Can't afford to study?

Please see enrolment information accompanying the enrolment form.
Please contact us for a copy.

- **Learning and Skills Beacon** awarded by the department for education and skills
- **Investor in People**
- **Matrix** quality standard for information, advice and guidance services. Approved by the Guidance Accreditation Board.

Key

- **260**
The code for the course. Quote the code when you book a place
- **£351**
The standard fee for the course
- **Concs £30**
The concessionary fee rate
- **from 22 Sep**
The course starts on 22 September
- **Thur 9.30-12.30**
The days and hours when the course meets
- **Leona Abrahamson**
The name of the tutor
- **C**
This is a certificated course
- **#**
Approval of your placement is necessary before enrolment. Please follow the guidance given for the course in this prospectus
- **36 mtgs**
the number of meetings for the course

We also use other abbreviations:

- **tba**
The tutor is to be appointed
- **(off-site)**
the course meets at an off-site venue
- **(WA)**
wheelchair access, given against art classes which meet on the ground floor. Please see also the paragraph about disabled access and special needs

Over 60s' Programme

These courses offer companionship and a pace of learning which is welcomed by many older students. Most activities are on the ground floor which has wheelchair access. Students over 60 are also welcome to join our main programme of courses for adults of all ages. Details are given in other sections. If you would like more information, please consult a course description available at the Centre and on the website: www.marywardcentre.ac.uk

Suzanna Jackson can give you more information about the Club. Sharon Fuller can advise you on Art, Line Dancing and Music. Gerald Jones can help you on Bridge, Writing, Debating, Fitness, Health, Philosophy and Tai Chi. Sonia Spencer will advise you on Computing. Suzanna, Sharon, Gerald and Sonia can all be contacted on 020 7269 6000.

The Mary Ward Club

Come and share information, skills, ideas and experiences. We invite speakers, go on outings, have tea and enjoy ourselves. Our sales of work and bazaars fund equipment and activities chosen by members.

- 10 from 12 Sep, 36 mtgs
- 11 from 9 Jan, 36 mtgs
- 12 from 24 Apr, 35 mtgs

Mon/Tue/Wed 13.00-15.00
Nil Fee, Melissa Gardner

Art and Music

Over 60s' Art

Everyone's an artist! Use simple, fun techniques, gain skills and confidence in a range of materials. We'll encourage you to develop a personal style. Beginners are particularly welcome.

- 13 from 14 Sep, 36 mtgs

Wed 10.30-13.00

£12 a year, £4 a term, Alison Shipton

Over 60s' Singing

Rediscover old favourites and learn new songs. Emphasis is on building confidence and enjoyment. No experience required.

- 14 from 13 Sep, 36 mtgs

Tue 14.30-16.00

£12 a year, £4 a term, Kim Whyte

Keep Fit and Dance

Please enrol for either course 16 or 17.

Stretch and Dance

Easy routines, dancing to classical and popular music. Please wear loose clothing.

- 15 from 16 Sep, 35 mtgs

Fri 12.45-13.45

£12 a year, £4 a term, David Maxwell

Fitness in Retirement

We work on posture, mobility, flexibility, balance and muscle tone to help circulation and relaxation.

- 16 from 16 Sep, 35 mtgs

Fri 14.00-15.00

£12 a year, £4 a term, David Maxwell

Line Dancing Group

This is a teach-yourself group where members help each other to learn the steps assisted by a volunteer facilitator.

- 17 from 12 Sep, 35 mtgs

Mon 12.00-13.00

Nil fee

Dancing for Pleasure and Health

Move to music in a way that's enjoyable, healthy and easy-going. There are no steps to learn and you don't need to be fit. The class is based on Gabrielle Roth's 5 Rhythm Wave.

- 18 from 13 Sep, 36 mtgs

Tue 13.00-14.00

£6 a year, £2 a term, Richard Jerram

Extra Gentle Tai Chi

Relaxation exercises, postures and classical movements that strengthen the body, relax the mind and lift the spirit. For newcomers and returning students. N. B. There is no pre-enrolment for this course, join after the first class.

- 19 from 12 Sep, 35 mtgs

Mon 11.00-12.00
£12 a year, £4 a term, Renzo Tat

Over 60s' Computing

A chance to demystify the computer in a friendly and supportive environment. Learn about the Windows Operating System, basic word processing and the internet. Practice facilities available.

Please note: Places on these heavily subsidised courses are much in demand. We expect students to attend all the meetings of the course.

Autumn Term

- 20 from 12 Sep, 6 mtgs
 - 21 from 31 Oct, 6 mtgs
- Mon 14.00-15.45

- 22 from 12 Sep, 6 mtgs
 - 23 from 31 Oct, 6 mtgs
- Mon 16.00-17.45

Spring Term

- 24 from 9 Jan, 6 mtgs
 - 25 from 20 Feb, 6 mtgs
- Mon 14.00-15.45

- 26 from 9 Jan, 6 mtgs
 - 27 from 20 Feb, 6 mtgs
- Mon 16.00-17.45

Summer Term

- 28 from 24 Apr, 5 mtgs
 - 29 from 12 Jun, 6 mtgs
- Mon 14.00-15.45

- 30 from 24 Apr, 5 mtgs
 - 31 from 12 Jun, 6 mtgs
- Mon 16.00-17.45

£4 per course, Sonia Spencer

Over 60s' Bridge Classes

Please note: regular attendance is expected.

New Beginners' Bridge Continuation Class

For those with some knowledge of Rubber Bridge/Whist, or needing a refresher. The course will cover hand evaluation, bidding and card play in a friendly group.

- 32 from 20 Sep, 34 mtgs

Tue 11.00-12.30

£12 a year, Barbara Backman

Intermediate Bridge

For ACOL Bridge players who wish to improve their bidding, card play and defence. The course will include some common conventions.

- 33 from 20 Sep, 34 mtgs

Tue 13.00-14.30

£12 a year, Barbara Backman

Untutored Bridge

For Mary Ward Bridge students, past and present, who wish to practise their Bridge and learn from each other.

- 34 from 20 Sep, 34 mtgs

Tue 14.30-16.30

Nil Fee

Over 60s' Creative Writing

Acquire a variety of skills and approaches in a supportive and friendly atmosphere. Active participation is encouraged. Beginners and more experienced writers welcome.

- 35 from 19 Sep, 33 mtgs

Mon 10.30-12.00

£12 a year, Lily Seibold

Mary Ward Sages

Come and talk about morality, the mind and the meaning of life. Learn about some of the greatest thinkers. You don't need any prior knowledge of philosophy to enjoy this class. Sages join the Debating Society for the monthly debates. See page 90 for details.

- 36 from 16 Sep, 36 mtgs

Fri 14.30-16.00

£12 a year, £4 a term

Gerald Jones and Ruth Cigman

English

Head of Department:

Helen Cottington

email: helen.cottington@marywardcentre.ac.uk

Departmental Administrator:

Kellie Bryson

Tel: 020 7269 6033

email: kellie.bryson@marywardcentre.ac.uk

Written Communication Skills

These classes are for people who speak English fluently, even if English is not their first language, and who wish to improve their reading, writing and spelling.

ESOL (English for Speakers of Other Languages)

These classes are for speakers of other languages who wish to learn English for the first time, or improve their English. Classes are at a range of levels from beginners to advanced, and most offer the opportunity to gain a qualification in English. Courses follow the National Core Curricula in Literacy and ESOL in line with the government's Skills for Life Strategy.

Fees

There is no tuition fee for the ESOL and Written Communication Skills courses.

How to join a course

You can join a course at any time during the year, but must attend first for an interview and assessment. Interviews are on Monday 5, Tuesday 6 September from 11.00-20.00 and on Wednesday 7 September 11.00-15.00 and then in term time on Wednesdays 19.30-21.30 and Thursdays 10.00-12.00. If you cannot come then, or would like further advice or information, please ring Helen or Kellie on 020 7269 6033.

Adult Literacy Workshop (E1-E3)

The workshops are for people who have had a history of literacy difficulties.

They follow the Adult Literacy Core Curriculum at Entry Levels. They consist of small, friendly groups of people who work with a tutor and sometimes other helpers to improve their reading, writing and spelling skills. Students are assessed individually and have an individual learning plan so that they can concentrate on areas that are important to them and work at their own pace. They may take entry-level national literacy qualifications in speaking and listening, reading and writing, and gain a certificate.

- 100 C # from 12 Sep, 36 mtgs
- 101 C # from 9 Jan, 36 mtgs
- 102 C # from 24 Apr, 35 mtgs

Mon 10.30-12.30 Pippa Davismoon
Tue 10.30-12.30 David Shah
Thur 10.30-12.30 Pippa Davismoon

Adult Literacy Workshop (L1 and L 2)

These workshops are for people who are not confident in writing or reading lengthy texts. They are organised in the same way as the Entry Levels workshop, above, but follow the Adult Literacy Core Curriculum at Levels 1 and 2. Students may take the Adult Literacy Test and gain a certificate.

- 103 C # from 14 Sep, 24 mtgs
- 104 C # from 11 Jan, 24 mtgs
- 105 C # from 26 Apr, 24 mtgs

Wed 10.30-12.30 Michele Low
Fri 10.30-12.30 David Shah

Preparation for Study LOCN (L2)

The course includes study skills, effective reading, note taking, and planning and drafting writing for academic and study purposes. Students work on their own project and will have their own learning plan. Accreditation comprising 9 LOCN credits is available. As well as attending classes students are required to carry out 20 hours of independent study in order to achieve this accreditation. In addition, students will have the opportunity to take the Adult Literacy Test and gain an additional certificate at Level 2.

- 106 C # from 7 Feb, 20 mtgs

Tues 17.00-19.00 Robert McIntosh

Communication at Work (L2)

Includes writing letters, memos, reports, agendas, note-taking and writing minutes. Students concentrate on those aspects which meet their needs and interests and will have their own learning plan. A qualification, the National Literacy Test, is available.

- 107 # from 28 Jan, 8 mtgs
- 108 # from 13 May, 8 mtgs
(n.b. no meeting on 1 July)

Sat 10.30-13.30 David Shah

Study Support Workshop

This workshop is designed to assist students, who need additional help with the study skills and written components of the courses they are taking at the Mary Ward Centre. Some people may have not studied before in adult learning, or may be returning to study after a long gap, and their skills might be a little rusty. Others may have a history of dyslexia or literacy difficulties. Attending this workshop will help in these cases. Students should speak to their course tutor, or come along for interview and assessment at the times mentioned on page 24.

- 109 from 15 Sep, 36 mtgs

Thur 19.00-21.00 Philip Garner

Skills for Life - Adult Literacy - Working with the local community

All the courses on this page fall within the government's Skills for Life - Adult Literacy curriculum. The Mary Ward Centre welcomes approaches from local organisations to organise and deliver adult literacy training as part of the Centre's off-site and widening participation programme. We can also offer the National Literacy Test (see below). Please contact the Head of the Department in the first instance.

The National Literacy Test

The Mary Ward Centre is a recognised centre for the government's Skills for Life National Literacy Test. The test is available to Mary Ward Centre literacy and ESOL students. Other people wishing to take the test should come along for interview and assessment at the times mentioned on page 22.

English for Speakers of Other Languages

For people whose first language is not English but who have now made London their home (e.g. refugees, asylum seekers and other migrants settled in this country). The courses are not for au pairs, students, other short-stay visitors or those in the UK specifically to learn English.

ESOL Graded Courses

Courses marked **C** lead to a London Open College Certificate or Pitman oral and written qualifications.

ESOL Beginners with Literacy (E1)

For beginners who also need to work on literacy skills usually because of disrupted schooling, or through using a different script.

- 151 # from 13 Sep, 36 mtgs
 - 152 # from 10 Jan, 36 mtgs
 - 153 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Fri 10.00-12.00 Karen Robinson

ESOL Beginners (E1)

For beginners in English who may have had some previous exposure to English, and will usually be familiar with the English alphabet.

- 154 # from 13 Sep, 36 mtgs
 - 155 # from 10 Jan, 36 mtgs
 - 156 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Thur 12.45-14.45 Tim Savage

- 157 # from 13 Sep, 36 mtgs
 - 158 # from 10 Jan, 36 mtgs
 - 159 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Thur 15.00-17.00 Tim Savage

- 160 # from 12 Sep, 24 mtgs
 - 161 # from 9 Jan, 24 mtgs
 - 162 **C** # from 24 Apr, 24 mtgs
- Mon and Tues 17.00-19.00 Jane Daly

ESOL Elementary with Literacy (E1 E2)

Elementary level spoken English with work on literacy skills.

- 163 # from 13 Sep, 36 mtgs
 - 164 # from 10 Jan, 36 mtgs
 - 165 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Fri 10.00-12.00 Karen Robinson

The following elementary, intermediate, upper intermediate and advanced courses are for improving all aspects of English.

ESOL Elementary (E2)

- 166 # from 13 Sep, 36 mtgs
 - 167 # from 10 Jan, 36 mtgs
 - 168 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Thur 10.15-12.15 Penny Draper

- 169 # from 13 Sep, 24 mtgs
 - 170 # from 10 Jan, 24 mtgs
 - 171 **C** # from 25 Apr, 24 mtgs
- Tues and Thur 13.00-16.00 Ian Wollington

- 172 # from 13 Sep, 24 mtgs
 - 173 # from 10 Jan, 24 mtgs
 - 174 **C** # from 25 Apr, 24 mtgs
- Tues and Wed 19.00-21.30 Frances Currie

ESOL Intermediate (E3)

- 175 # from 13 Sep, 36 mtgs
 - 176 # from 10 Jan, 36 mtgs
 - 177 **C** # from 25 Apr, 36 mtgs
- Tues, Wed and Thur 12.45-14.45 Penny Draper

- 178 # from 12 Sep, 24 mtgs
 - 179 # from 9 Jan, 24 mtgs
 - 180 **C** # from 24 Apr, 23 mtgs
- Mon and Wed 19.15-21.45 Jane Daly

ESOL Upper Intermediate (L1)

- 181 # from 12 Sep, 12 mtgs
 - 182 # from 9 Jan, 12 mtgs
 - 183 **C** # from 24 Apr, 11 mtgs
- Mon 13.30-16.30 tba

- 184 # from 13 Sep, 12 mtgs
 - 185 # from 10 Jan, 12 mtgs
 - 186 **C** # from 25 Apr, 12 mtgs
- Tues 19.00-22.00 Ian Wollington

- 187 # from 15 Sep, 12 mtgs
 - 188 # from 12 Jan, 12 mtgs
 - 189 **C** # from 27 Apr, 12 mtgs
- Thur 19.00-22.00 Ian Wollington

ESOL Advanced (L2)

- 190 # from 16 Sep, 12 mtgs
 - 191 # from 13 Jan, 12 mtgs
 - 192 **C** # from 28 Apr, 12 mtgs
- Fri 13.30-16.30 Jane Daly

- 193 # from 12 Sep, 24 mtgs
 - 194 # from 9 Jan, 24 mtgs
 - 195 **C** # from 24 Apr, 23 mtgs
- Mon and Tues 20.00-22.00 Deborah Sinclair Murray

- 196 # from 13 Sep, 12 mtgs
 - 197 # from 10 Jan, 12 mtgs
 - 198 **C** # from 25 Apr, 12 mtgs
- Tues 19.00-22.00 tba

- 199 # from 14 Sep, 12 mtgs
 - 200 # from 11 Jan, 12 mtgs
 - 201 **C** # from 26 Apr, 12 mtgs
- Wed 19.00-22.00 Ian Wollington

ESOL Courses in the Community

We also offer ESOL courses at the following off-site venues, you may enrol for these during class times only.

- **Gamages TA, 12b Leather Lane, London EC1**

Beginners/Elementary (E1/E2)

- 9000 # from 13 Sep, 24 mtgs
 - 9001 # from 10 Sep, 24 mtgs
 - 9002 **C** # from 25 Apr, 24 mtgs
- Tues and Thur 10.15-12.15 Frances Currie

- **Kings Cross Community Development Trust, 82-84 Cromer Street, London WC1**

Beginners/Elementary (E1/E2)

- 9003 # from 13 Sep, 24 mtgs
 - 9004 # from 10 Sep, 24 mtgs
 - 9005 **C** # from 25 Apr, 24 mtgs
- Tues and Wed 13.00-15.00 Frances Currie

- **St Albans Primary School, Baldwin's Gardens, London EC1**

Reading and Writing (E2/E3)

- 9006 # from 12 Sep, 12 mtgs
 - 9007 # from 9 Jan, 12 mtgs
 - 9008 **C** # from 24 Apr, 11 mtgs
- Mon 9.15-11.15 Frances Currie

Speaking Skills (E2/E3)

- 9009 # from 14 Sep, 12 mtgs
 - 9010 # from 11 Jan, 12 mtgs
 - 9011 **C** # from 26 Apr, 12 mtgs
- Wed 9.15-11.15 Frances Currie

We may put on additional classes throughout the year, please contact the department for details.

Other ESOL Courses

Developing Speaking and Listening Skills

Courses to develop both accuracy in pronunciation and fluency in conversation. Priority given to students already enrolled on our ESOL graded courses.

Beginners Level (E1)

- 202 # from 20 Sep, 11 mtgs
 - 203 # from 10 Jan, 12 mtgs
 - 204 # from 25 Apr, 12 mtgs
- Tue 10.30-12.30 Tim Savage

Elementary Level (E2)

- 205 # from 19 Sep, 11 mtgs
 - 206 # from 9 Jan, 12 mtgs
 - 207 # from 24 Apr, 10 mtgs
- Mon 10.30-12.30 Richard McCabe

Intermediate Level (E3)

- 208 # from 19 Sep, 11 mtgs
 - 209 # from 9 Jan, 12 mtgs
 - 210 # from 24 Apr, 10 mtgs
- Mon 13.00-15.00 Jane Daly

Pronunciation for Advanced Students of English (L2)

Stage 1.

The phonetic alphabet, word stress and basic sentence stress.

- 211 # from 12 Sep, 12 mtgs
Mon 20.00-22.00 Ian Wollington
- 212 # from 14 Sep, 12 mtgs
Wed 16.00-18.00 Richard McCabe
- 213 # from 10 Jan, 12 mtgs
Tues 18.00-20.00 Richard McCabe
- 214 # from 11 Jan, 12 mtgs
Wed 16.00-18.00 Richard McCabe
- 215 # from 10 Jan, 12 mtgs
Tues 17.00-19.00 Ian Wollington
- 216 # from 26 Apr, 11 mtgs (n.b. no meeting on 7 June)
Wed 18.00-20.00 Helen Cottington
- 217 # from 13 May, 8 mtgs (n.b. no meeting on 1 July)
Sat 14.00-17.00 Richard McCabe

Stage 2.

Sentence stress, contrastive forms, weak forms, and conventions of natural speech and intonation.

- 218 # 15, 22 Oct, 6, 12, 19, 26 Nov and 4 and 10 Dec, 8 mtgs
Sat/Sun 11.00-14.00 Richard McCabe
- 219 # from 9 Jan, 12 mtgs
Mon 18.00-20.00 Ian Wollington

- 220 # from 9 Jan, 12 mtgs
Mon 20.00-22.00 Ian Wollington

- 221 # from 25 Apr, 12 mtgs
Tues 17.00-19.00 Ian Wollington

- 222 # from 25 Apr, 12 mtgs
Tues 20.00-22.00 Richard McCabe

Stage 3.

Fluency and 'naturalness' in speaking English.

- 223 # from 12 Sep, 12 mtgs
- 224 # from 24 Apr, 12 mtgs
Mon 18.00-20.00 Ian Wollington

ESOL Writing (L1) (L2)

Students extend their writing skills and practise writing for a variety of different purposes according to their needs and interests. Includes writing as a process, essential grammar and punctuation for better writing.

Level 1

- 225 # from 14 Sep, 12 mtgs
- 226 # from 11 Jan, 12 mtgs
- 227 # from 26 Apr, 12 mtgs
Wed 17.00-19.00 Deborah Sinclair Murray

Level 2

- 228 # from 12 Sep, 12 mtgs
- 229 # from 9 Jan, 12 mtgs
- 230 # from 24 Apr, 11 mtgs
Mon 17.00-19.00 Deborah Sinclair Murray

Read Your Way to Better English

For advanced students of English to develop vocabulary and knowledge through reading English literature.

- 231 # from 15 Sep, 12 mtgs
- 232 # from 12 Jan, 12 mtgs
- 233 # from 27 Apr, 12 mtgs

Thur 17.00-19.00 Richard McCabe

ESOL and the Computer

For students who wish to develop literacy in English using computers.

Literacy and Computing E1

- 234 # from 16 Sep, 12 mtgs
- 235 # from 13 Jan, 12 mtgs
- 236 # from 28 Apr, 12 mtgs

Fri 13.00-15.00 Karen Robinson

Literacy and Computing E2

- 237 # from 16 Sep, 12 mtgs
- 238 # from 13 Jan, 12 mtgs
- 239 # from 28 Apr, 12 mtgs

Fri 11.00-13.00 Michele Low

Literacy and Computing E3

- 240 # from 16 Sep, 12 mtgs
- 241 # from 13 Jan, 12 mtgs
- 242 # from 28 Apr, 12 mtgs

Fri 15.00-17.00 Michele Low

Introduction to Humanities

These courses are for advanced learners of English. Emphasis on stimulating discussion; various topics.

History

- 243 # from 14 Sep, 12 mtgs

Wed 17.00-19.00 Robert McIntosh

Politics

- 244 # from 11 Jan, 12 mtgs

Wed 17.00-19.00 Robert McIntosh

Philosophy

- 245 # from 26 Apr, 12 mtgs

Wed 17.00-19.00 Richard McCabe

Mary Ward Centre offers half-day training sessions for practising ESOL/EFL tutors. For further information ring the department on 020 7269 6033.

Languages

Head of Department:

Helen Cottington

email: helen.cottington@marywardcentre.ac.uk

Departmental Administrator:

Kellie Bryson

Tel: 020 7269 6033

email: kellie.Bryson@marywardcentre.ac.uk

Business Fees

- All fees shown are the subsidised standard and concessionary fees.
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Our modern language courses concentrate on communication for practical, social and cultural purposes. You develop your speaking and listening skills mainly through conversation. Reading and some writing are also included. You may learn for leisure or work or as a foundation for further study. Tutors are native speakers or have an equivalent facility in the language. Most classes have a course book to back-up class learning and for home reference and practice. Books are on sale in class at the beginning of each course. We have two 18-week semesters. Continuation courses have the suffix Cont. Sometimes two groups combine for the second semester. Complete beginners are advised to join by week 3 of the course.

In addition to the modern language courses, we have specialist courses in Community Interpreting, Community Translation and Interpreting in the Education System. We also offer courses in British Sign Language.

Autumn Semester: 11 September - 18 February

Mid-term Break: 23 - 29 October

Christmas Break: 11 December - 8 January

Spring Semester: 20 February - 17 July

Easter Break: 2 - 23 April

Course descriptions are available for consultation at the Centre and on our website: www.marywardcentre.ac.uk.

If you are still in doubt about the right course for you, ask for a self-assessment sheet or speak to Helen or Kellie on 020 7269 6033. You may transfer to a different level after enrolment, space permitting.

Stage 1

We assume you have no previous knowledge. We teach basic spoken language for everyday, routine situations, for pleasure or business, for socialising with first language speakers and for an insight into their way of life.

Stage 2

For those who have had about 50-60 hours instruction or who have spoken or studied the language at some time in the past and who can already cope at a basic level. In Stage 2 you learn how to deal with everyday situations in more detail, how to talk about future plans and past events and get to grips with the structure of the language. Some students spend two years in Stage 2.

Stage 3

Students at this level should be able to understand and communicate effectively unaided on everyday, routine matters but will still have quite a limited range. Emphasis is on developing your vocabulary, accuracy and fluency so that you can express your opinions, tell anecdotes, and follow the gist of popular media.

Stage 4

For those who are already sufficiently fluent to follow the gist of non-specialist texts, broadcasts and video clippings and talk for more than a couple of minutes at a time about current affairs and items of cultural interest. The aim of these classes is to maintain and extend your

fluency, accuracy and idiomatic command of the language as well as improve your understanding and knowledge of its culture.

Courses with the suffix Cont. are continuation courses of Stage 1, 2, 3 and 4 described above.

Certificated Language Courses (C)

Students are not obliged to take the certificate, but should understand that the class will be based on the certificate syllabus. The course fee includes certificate registration and a preparatory tutorial. Please note that, with the exception of the Express courses, all modern language certificates take a year's study to complete.

- **OCR Entry Level Certificate in Business Language Competence (CBLC) (French, Italian, Spanish)**
A spoken test using role-play and simple, rehearsed vocabulary; for business or leisure use. Students cover elements on: dealing with visitors; at a hotel; directions and signs; travelling. Success in all 4 gives the full certificate.
- **London Open College Network (LOCN) (Hindi)**
Assessment is based on your course work.
- **Council for the Advancement of Communication with Deaf People (CACDP) Level 1 in British Sign Language**
A fifteen-minute exam which tests knowledge of British Sign Language at a basic level.
- **LCCIEB Foreign Languages in Industry and Commerce (FLIC) (French and Spanish)**
A spoken test and a vocational qualification of practical content. Includes general conversation, listening comprehension, role play, describing pictures. The first and second levels also have conversation about a work situation and printed matter. You are given a grade and a profile of your performance covering your range of vocabulary, level of comprehension, fluency, grammar and pronunciation.

Community Interpreting (LOCN)

Community Translation (LOCN)

Community Interpreting Essential Skills and Knowledge

For people who are fluent in English and another language. Experience of interpreting with friends, family or community members is essential. We cover interpreting skills (oral), issues which arise when working within your community as an interpreter with the public services and knowledge about housing, health service, etc. Apply on a special form available from the Centre.

- 300 **C** # Mon 10.30-17.30 from 26 Sep, 10 mtgs
Induction session: 19 Sep, 10.30-12.30
- 301 **C** # Fri 10.30-17.30 from 30 Sep, 10 mtgs
Induction session: 23 Sep, 10.30-12.30
- 302 **C** # Sat 10.30-17.30 from 28 Jan, 10 mtgs
Induction session: 21 Jan, 10.30-12.30 and 13.30-15.30
- 303 **C** # Mon and Tue 19.00-22.00 from 2 May, 20 mtgs
Induction session: 25 Apr, 19.00-22.00
- 304 **C** # Wed 10.30-17.30 from 10 May, 10 mtgs
Induction session: 3 May, 10.30-12.30

£130, Concs £27 per course

Community Translation - Principles and Practice

Issues and skills in community translation work (written); tuition on editing and presentation of work. Students must have: a good understanding of English; fluent written command of a community language; word processing skills; knowledge of public service terminology. Apply on a special form available from the Centre.

- 305 **C** # Sat 10.30-17.30 from 1 Oct, 10 mtgs
Induction and assessment session: 24 Sep, 10.30-12.30

- 306 C # Fri 10.30-17.30 from 12 May, 10 mtgs
Induction and assessment session: 5 May, 10.30-12.30

£130, Concs £27 per course

Interpreting in the Education System

For people who have the Community Interpreting Essential Skills and Knowledge certificate at level 2 or 3. Interpreting skills and techniques; the structure of the education system in England and Wales; statutory schooling, further, adult and higher education. We will also look at special additional services such as special needs education, careers services, etc. Apply on a special form available from the Centre.

- 307 C # Mon 10.30-16.30 from 23 Jan, 10 mtgs

Induction and assessment session: 16 Jan 10.30-12.30
£110, Concs £27

Community Interpreting Work Experience (LOCN)

For those who have completed the Community Interpreting course to gain some practical experience. 2 sessions at Mary Ward and a minimum of 20 hours in a work placement.

- 308 # 8 May and 17 July, 2 mtgs

£51, Concs £9

British Sign Language

Preparation for the Level 1 Certificate in BSL. Attendance is twice a week over 15 weeks. Previous knowledge of BSL is not necessary. Topic areas are those most useful in simple social and work situations such as family, the home, descriptions of people, etc. Please speak to Helen or Kellie before enrolling.

- 309 C # Mon and Tues 18.00-20.00 from 12 Sep, 30 mtgs
Exam preparation tutorials: Sat 14 January.
Examination: Sat 28 January

- 310 C # Mon and Tues 18.00-20.00 from 30 Jan, 30 mtgs
Exam preparation tutorials: Sat 20 May.
Examination: Sat 17 June (n.b. no classes on 1, 2, 29 and 30 May)

£220, Concs £40 per course Mark Hopkinson

Cantonese

Spoken Cantonese, using English script.

- 311 Stage 1 Tues 18.00-19.40 from 13 Sep, 18 mtgs
£73, Concs £18
- 312 Stage 1 Wed 18.00-19.40 from 14 Sep, 17 mtgs (n.b. no meeting on 7 Dec)
£69, Concs £17
- 313 Stage 1 Cont. Wed 18.00-19.40 from 22 Feb, 18 mtgs
£73, Concs £18
- 314 Stage 2 Wed 20.00-21.40 from 14 Sep, 17 mtgs (n.b. no meeting on 7 Dec)
- 315 Stage 2 Cont. Wed 20.00-21.40 from 22 Feb, 17 mtgs (n.b. no meeting on 29 Mar)
£69, Concs £17 per course

Siu May Chan

French

Daytime classes - non-certificated

- 316 Stage 1 Tues 14.00-16.00 from 13 Sep, 18 mtgs
- 317 Stage 1 Cont. Tues 14.00-16.00 from 21 Feb, 18 mtgs
£87, Concs £22 per course

Courses 318 and 319 are for those who feel they are not yet ready to join Stage 2, but have studied French previously.

- 318 Stage 1-2 Transition Mon 10.30-12.30 from 12 Sep, 18 mtgs
- £87, Concs £22
- 319 Stage 1-2 Transition Cont. Mon 10.30-12.30 from 20 Feb, 17 mtgs
- £82, Concs £21 Marie-Arlette Reid

- 320 Stage 2 Thur 10.30-12.30 from 15 Sep, 18 mtgs
- 321 Stage 2 Cont. Thur 10.30-12.30 from 23 Feb, 18 mtgs
- £87, Concs £22 per course

- 322 Stage 3 Thur 14.30-16.30 from 15 Sep, 18 mtgs
- 323 Stage 3 Cont. Thur 14.30-16.30 from 23 Feb, 18 mtgs
- £87, Concs £22 per course

- 324 Conversation Stages 2/3 Thur 13.15-14.15 from 15 Sep, 18 mtgs
- 325 Conversation Stages 2/3 Cont. Thur 13.15-14.15 from 23 Feb, 18 mtgs
- £50, Concs £13 per course Laurence Guillez

Littérature, Arts et Actualités, niveau 4

Discussions autour de documents authentiques et variés dans une atmosphère détendue et participative.

- 326 Wed 14.00-16.00 from 14 Sep, 18 mtgs
- 327 Cont. Wed 14.00-16.00 from 22 Feb, 18 mtgs
- £87, Concs £22 per course Laurence Guillez

Evening classes - certificated

- 328 **C** Stage 1 Wed 20.00-21.40 from 14 Sep, 18 mtgs
- 329 **C** Stage 1 Thur 20.00-21.40 from 15 Sep, 18 mtgs
- Students wanting to continue in February are invited to join 330, on Wednesday evening.
- 330 **C** Stage 1 Cont. Wed 20.00-21.40 from 22 Feb, 18 mtgs
- £85, Concs £21 per course

- 331 © Stage 1 Beginners Express Thur 18.15-21.15 from 23 Feb, 18 mtgs
£143, Concs £36 Althea Owen
- 332 C Stage 2 Wed 18.10-19.50 from 14 Sep, 18 mtgs
- 333 C Stage 2 Thur 18.10-19.50 from 15 Sep, 18 mtgs
Students wanting to continue in February are invited to join 334, on Wednesday evening.
- 334 C Stage 2 Cont. Wed 18.10-19.50 from 22 Feb, 18 mtgs
£85, Concs £21 per course Althea Owen
- 336 C Stage 3 Tues 18.00-20.00 from 13 Sep, 18 mtgs
- 337 C Stage 3 Cont. Tues 18.00-20.00 from 21 Feb, 18 mtgs
£100, Concs £25 per course Marie-Arlette Reid

Hindi

The introductory course enables you to get a flavour of the language with a view to joining Stage 1 Cont. in Semester 2. Longer courses, while emphasising conversational use, look at social and cultural aspects and the grammatical structure of Hindi. Students may prepare for LOCN accreditation. The 'Get by' course is for those wishing to learn enough practical Hindi for a trip to India.

Introduction to Hindi

- 338 Sat 13.30-17.30 from 17 Sep, 6 mtgs

Get by in Hindi

- 339 Sat 13.30-17.30 from 13 May, 6 mtgs
£58, Concs £15 per course

Hindi - certificated courses

- 340 C Stage 1 Mon 18.00-19.40 from 12 Sep, 18 mtgs
£85, Concs £21
- 341 C Stage 1 Cont. Mon 18.00-19.40 from 20 Feb, 17 mtgs
£81, Concs £20

- 342 **C** Stage 1 Wed 20.00-21.40 from 14 Sep, 18 mtgs
- 343 **C** Stage 1 Cont. Wed 20.00-21.40 from 22 Feb, 18 mtgs
£85, Concs £21 per course
- 344 **C** Stage 2 Wed 18.00-19.40 from 14 Sep, 18 mtgs
Students wishing to continue in February, please join course 346 on
Thursday evenings.
- 345 **C** Stage 2 Thur 20.00-21.40 from 15 Sep, 18 mtgs
- 346 **C** Stage 2 Cont. Thur 20.00-21.40 from 23 Feb, 18 mtgs
£85, Concs £21 per course
- 347 **C** Stage 3 Thur 18.00-19.40 from 15 Sep, 18 mtgs
- 348 **C** Stage 3 Cont. Thur 18.00-19.40 from 23 Feb, 18 mtgs
£85, Concs £21 per course Kamlesh Arora

Sanskrit

Distance Learning

- 349 Stage 1

£78 UK residents, £84 Isabelle Glover

Home-study notes in easy stages with answers, a cassette and a book of vedic prayers and invocations. Contact the tutor by phone, fax, email or post for individual help.

Italian

We cater for complete beginners through to fairly fluent speakers in day and evening classes.

Daytime classes - non-certificate

- 350 Stage 1 Wed 10.15-12.15 from 14 Sep, 18 mtgs
- 351 Stage 1 Cont. Wed 10.15-12.15 from 22 Feb, 18 mtgs
£87, Concs £22 per course

- 352 Stage 2 Wed 14.00-16.00 from 14 Sep, 18 mtgs
- 353 Stage 2 Cont. Wed 14.00-16.00 from 22 Feb, 18 mtgs
£87, Concs £22 per course
- 354 Conversation Stage 3 Wed 12.45-13.45 from 14 Sep, 18 mtgs
- 355 Conversation Stage 3 Cont. Wed 12.45-13.45 from 22 Feb, 18 mtgs
£50, Concs £13 per course
- 356 Stage 4 Wed 16.10-17.50 from 14 Sep, 18 mtgs
- 357 Stage 4 Cont. Wed 16.10-17.50 from 22 Feb, 18 mtgs
£73, Concs £18 per course Angela Buffoni

Evening classes - certificated

- 358 **C** Stage 1 Tue 18.00-19.40 from 13 Sep, 18 mtgs
- 359 **C** Stage 1 Wed 18.00-19.40 from 14 Sep, 18 mtgs
Students wishing to continue in February please join 360, the Tuesday evening course.
- 360 **C** Stage 1 Cont. Tue 18.00-19.40 from 21 Feb, 18 mtgs
£85, Concs £21 per course
- 361 **C** Stage 1 Beginners' Express Wed 18.00-21.00 from 22 Feb, 18 mtgs
£143, Concs £36

Evening classes - non-certificated

- 362 Stage 2 Tues 19.50-21.30 from 13 Sep, 18 mtgs
- 363 Stage 2 Cont. Tues 19.50-21.30 from 21 Feb, 18 mtgs
£73, Concs £18 per course
- 364 Stage 3 Thur 18.00-19.40 from 15 Sep, 18 mtgs
- 365 Stage 3 Cont. Thur 18.00-19.40 from 23 Feb, 18 mtgs
£73, Concs £18 per course
- 366 Stage 4 Thur 19.50-21.30 from 15 Sep, 18 mtgs
- 367 Stage 4 Cont. Thur 19.50-21.30 from 23 Feb, 18 mtgs
£73, Concs £18 per course Angela Buffoni

Spanish

Day and evening classes for beginners through to advanced level.

Daytime classes - non-certificate

- 368 Stage 1 Mon 10.30-12.30 from 12 Sep, 18 mtgs
£87, Concs £22
- 369 Stage 1 Cont. Mon 10.30-12.30 from 20 Feb, 17 mtgs
£82, Concs £21
- 370 Stage 2 Mon 13.00-15.00 from 12 Sep, 18 mtgs
£87, Concs £22
- 371 Stage 2 Cont. Mon 13.00-15.00 from 20 Feb, 17 mtgs
£82, Concs £21
- 372 Stage 3 Tues 15.00-17.00 from 13 Sep, 18 mtgs
- 373 Stage 3 Cont. Tues 15.00-17.00 from 21 Feb, 18 mtgs
£87, Concs £22 per course Ana Urquijo

Evening classes - non-certificated

Introduction to Spanish

A general introduction to the language. Those wishing to continue beyond the 12 meetings will be advised by the tutor.

- 374 Fri 18.00-20.00 from 16 Sep, 12 mtgs
- 375 Thur 20.00-22.00 from 27 Apr, 12 mtgs
£58, Concs £15 per course

Evening classes - certificated

- 376 C Stage 1 Tues 20.00-21.40 from 13 Sep, 18 mtgs
- 377 C Stage 1 Thur 18.00-19.40 from 15 Sep, 18 mtgs
£85, Concs £21 per course

- 378 **C** Stage 1 Cont. Tues 20.00-21.40 from 21 Feb, 18 mtgs
- 379 **C** Stage 1 Cont. Thur 18.00-19.40 from 23 Feb, 18 mtgs
£85, Concs £21 per course

Courses 378 and 379 are for students who have taken a Stage 1 or equivalent course.

- 380 **C** Stage 1 Beginners' Express Fri 18.00-20.00 from 13 Jan, 24 mtgs and Sat 29 Apr and 17 June, 10.30-16.30
£153, Concs £38
- 381 **C** Stage 2 Tues 18.00-19.40 from 13 Sep, 18 mtgs
- 382 **C** Stage 2 Thur 20.00-21.40 from 15 Sep, 18 mtgs
Students on this course wishing to continue in February are advised to join the Tuesday evening course at 18.00
- 383 **C** Stage 2 Cont. Tues 18.00-19.40 from 21 Feb, 18 mtgs
£85, Concs £21 per course Ana Urquijo

Turkish

Introduction to Turkish

Get by in basic transactions which you might need on holiday in Turkey.

- 384 Sat 10.30-13.30 from 13 May, 8 mtgs (n.b. no meeting on 1 July)
£58, Concs £15 Bülent Hava

Social and Liberal Studies

Head of Department

Gerald Jones

email: Gerald.Jones@marywardcentre.ac.uk

Departmental Administrator

Josie Turner

Tel: 020 7269 6023

email: Josie.Turner@marywardcentre.ac.uk

Business Fees

- All fees shown are the subsidised standard and concessionary fees.
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Explore the ideas of some of the greatest thinkers the world has known: Plato, Kant, De Beauvoir, Freud. Learn the skills of a historian, and discover more about the development of human thoughts and deeds over the centuries. Investigate how the mind works, how we perceive, how we learn and how we problem solve. Whether in the context of philosophy, psychology or history, become a more rigorous thinker and strengthen or test your own beliefs through friendly and supportive discussion.

If you require advice about the right course for your particular needs, please ask to see a course description available in Reception or on our website: www.marywardcentre.ac.uk

If you are still in doubt, call Josie or Gerald on 020 7269 6023. Please note, you need to seek guidance before enrolling for courses marked #.

Access to Philosophy

Certificated Course

If you are thinking about studying Humanities or Social Sciences at university then this course may be for you. We cover the major themes of Western philosophy (from the ancient Greeks to the present day), critical thinking and logic, with support for essay writing and study skills, and guidance for applying to university and other courses. The course carries a nationally recognised Access Certificate awarded by the London Open College Network (LOCN), equivalent to A Levels. There are no stressful end-of-year exams; instead you complete written assignments throughout the year. The fee includes 370+ hours of courses as well as tutorial support. It is possible to pay the fee in instalments. Please ask for a brochure and application form.

- 400 C # from 12 Sep

£880, Concs £70

Course co-ordinator: Gerald Jones

Level 1: Beginning Philosophy

A Taste of Philosophy

What is Philosophy? Together we will critically enquire into the nature and possibilities of philosophy, discussing some of its greatest thinkers.

- 401 from 12 Sep, 34 mtgs

Mon 14.00-15.30

£124, Concs £31

£42, Concs £11 Terms 1 and 2

£40, Concs £10 Term 3, Anja Steinbauer

Introduction to Western Philosophy

Explore some of the most important ideas and thinkers in the history of Western philosophy. The course is very interactive, with discussions, activities, games and other ways of bringing philosophy to life.

- 402 from 13 Sep, 36 mtgs

Tues 18.00-21.00

£266, Concs £67

Jeremy Hayward and Gerald Jones

Critical Thinking and Reasoning

How to tell a good argument from a bad one. This course is an introduction to thinking clearly and rationally for oneself.

- 403 from 15 Sep, 12 mtgs

Thur 10.00-12.30

£73, Concs £18 Anja Steinbauer

For further courses in critical reasoning and other thinking skills see the personal development section, page 74

New: A Portrait of Genius: Jean Jacques Rousseau

Rousseau claims that “man is born free, yet everywhere he is in chains”. Discuss his ideas on politics, education and humanity.

- 404 17 and 24 Sep, 2 mtgs

Sat 10.30-16.30

£46, Concs £12 Anja Steinbauer

New: Philosophical Adventures

In this course we will explore some key issues in philosophy. The classes can be taken individually.

- 405 Finding Meaning - Philosophy, 8 Oct, 1 mtg
- 406 What to Believe - Knowledge, 22 Oct, 1 mtg
- 407 How to Live - Happiness, 19 Nov, 1 mtg
- 408 Who We Are - Identity, 14 Jan, 1 mtg
- 409 The Way We Feel - Emotion, 11 Feb, 1 mtg
- 410 Making Choices - Ethics, 18 Feb, 1 mtg
- 411 Living with Others - Justice, 6 May, 1 mtg
- 412 Enjoying Creativity - Art, 3 June, 1 mtg
- 413 Having a Conversation - Dialogue, 15 July, 1mtg

Sat 10.30-17.30

£36, Concs £9 per day Anja Steinbauer

Philosophy Debates (with 'Philosophy for All')

Practise your debating skills and learn about philosophy at the same time. No previous knowledge is required.

- 24 Sep, 26 Nov, 3 Dec, 14 Jan, 1 Apr, 17 June, 8 July

Sat 14.00-17.00

Nil fee

Public Lectures (with 'Philosophy for All')

Listen to a high profile philosopher talk about a contemporary issue. Includes time for questions and discussion.

- 15 Oct, 11 Feb

Sat 14.00-17.00

Nil fee

Level 2: Engaging With Philosophy

Introduction to Feminist Philosophies

We study recent developments in philosophical feminism, an approach which touches on all aspects of philosophy.

- 414 from 3 Nov, 6 mtgs

Thur 20.00-22.00
£33, Concs £8 Anja Steinbauer

An Introduction to Logic

Basic concepts and methods of Western Logic and Science. Essential for understanding the foundations of Western philosophy.

- 415 from 12 Jan, 24 mtgs

Thur 10.00-12.30
£145, Concs £36 Pamela Jencks

Introduction to Ethics

“What should I do?” Answers given by philosophers throughout history, with an emphasis on contemporary solutions.

- 416 from 12 Sep, 24 mtgs

Mon 18.00-20.00
£116, Concs £29 Anja Steinbauer

Introduction to Political Philosophy

Are human beings really “political animals”? What is justice? What is equality? How do individuals relate to the state?

- 417 from 12 Sep, 10 mtgs

Mon 20.00-22.00
£55, Concs £14 Anja Steinbauer

Introduction to Aesthetics

We will discuss philosophical definitions of art and the relationship between art and emotions.

- 418 from 9 Jan, 10 mtgs

Mon 20.00-22.00
£55, Concs £14 Anja Steinbauer

Introduction to Continental Philosophy

We will discuss some of the most prominent European approaches to philosophy such as phenomenology, existentialism and Critical Theory.

- 419 from 24 Apr, 11 mtgs

Mon 20.00-22.00
£55, Concs £14 Anja Steinbauer

Level 3: Advancing Philosophy

New: A Study of Genius: Immanuel Kant - His Life and Work

We will study one of the most influential thinkers of the Western tradition.

- 420 from 24 Apr, 10 mtgs

Mon 18.00-20.00
£55, Concs £14 Anja Steinbauer

New: Foundations of Modern European Philosophy: Hegel

A series of seminars studying in depth Hegel's masterpiece The Phenomenology of Spirit

- 421 1 Oct, 12 Nov, 26 Nov, 28 Jan, 4 Feb, 4 Mar, 29 Apr, 27 May, 24 June, 9 mtgs

Sat 10.00-16.30

£131, Concs £33 Pamela Jencks

Advanced European Philosophy

A series of seminars studying the influence of Nietzsche's thought on some of the greatest 20th century European thinkers.

- 422 from 14 Sep, 12 mtgs
- 423 from 11Jan, 12 mtgs
- 424 from 26 Apr, 12 mtgs

Wed 10.30-12.30

£58, Concs £15 per term Pamela Jencks

History of Ideas

Ideas in the Modern World

How do movements of the past such as Renaissance and Enlightenment affect us today? In this course we will discuss great thinkers in their socio-historical contexts and the ideas which have shaped our world.

Part 1

- 425 from 14 Sep, 12 mtgs

Part 2

- 426 from 11 Jan, 12 mtgs

Wed 13.30-15.30

£58, Concs £15 Anja Steinbauer

New: Ideas in the Twentieth Century

This course will continue to examine the relation between ideas and history, focusing on the twentieth century.

- 427 from 26 Apr, 6 mtgs

Wed 13.30-15.30

£33, Concs £8 Anja Steinbauer

Life, The Universe and Everything: Exploring Ideas in Science

No lectures, no laboratories, just 'science in a suitcase'. For anyone who is curious about the world.

- 428 from 24 Apr, 5 mtgs

Mon 18.00-20.00

£28, Concs £7 Andrew Morris

The Goddess: Myth, Metaphor, Religion or Philosophy?

'The goddess' from a spiritual, philosophical, psychological and artistic point of view, from ancient to post-modern.

- 429 from 11 Jan, 6 mtgs

Wed 14.00-16.00

£33, Concs £8 Jocelyn Chaplin

A Hero with One Thousand Faces

Stories like Gilgamesh and Parzival have inspired generations as heroic adventures. We will look at how these may be used for our life-passages today.

- 430 4 Dec, 1 mtg

Sun 10.30-17.30

£36, Concs £9 Kenneth Rees

Shamanism: the Healing Inheritance

The survival of Shamanism today through traditional cultures, medicine wheel teachings and the healing arts.

- 431 26 Feb, 1 mtg

Sun 10.30-17.30

£36, Concs £9 Kenneth Rees

The Magical Consciousness

Esoteric traditions - the philosophy of magic and neo-Platonism; Renaissance hermeticism, the kabbalah, alchemy, the Rosicrucian enlightenment; magic and science.

- 432 from 12 Sep, 6 mtgs

Mon 20.00-22.00

£33, Concs £8 Kenneth Rees

Magicians of the West

Representatives of the magical consciousness - key figures will include Bruno, John Dee, Madame Blavatsky, and Aleister Crowley.

- 433 from 31 Oct, 6 mtgs

Mon 20.00-22.00

£33, Concs £8 Kenneth Rees

New: The Magical Revival

Contemporary alternative spirituality - the orders of the Golden Dawn, the Theosophical Society, chaos magic, the Lovecraftian mythos, etc.

- 434 14 May, 1 mtg

Sun 10.30-17.30

£36, Concs £9 Kenneth Rees

History

New: The Anglo-Saxons

Explore Anglo-Saxon kingship and social structures; paganism and Christianity; craftsmanship, poetry and trading patterns.

- 435U from 28 Apr, 12 mtgs

Fri 10.30-12.30

£86, Concs £43 Geoff Doel

New: In Transition: Medieval Christendom 1200-1340

A period of vigorous achievement and momentous change. The expansion of Christendom alongside threats to the very stability of society itself.

- 436U from 16 Sep, 12 mtgs

Fri 10.30-12.30

£86, Concs £43 Michael Bloomfield

New: Into the Renaissance: European History 1340-1500

Explore the nature of late medieval European society, the terror of the Black Death and the trauma of its aftermath.

- 437U from 13 Jan, 12 mtgs

Fri 10.30-12.30

£86, Concs £43 Michael Bloomfield

New: An Eternity in Stone: Women in London's Public Spaces

Join us in a journey through London tracing women's public achievements over the past three hundred years.

- 438U from 24 Apr, 12 mtgs

Mon 10.30-12.30

£86, Concs £43 Cheryl Law

The River Thames in London's History

The influence of the Thames from the founding of Roman London.

- 439U from 26 Apr, 10 mtgs

Wed 10.30-12.30

£86, Concs £43 Gavin Weightman

New: Making of Modern London 1660-2000

How did London achieve its present form? The influence of trade and commerce, the coming of the railways, the development of local government.

- 440U from 14 Sep, 24 mtgs

Wed 10.30-12.30
£172, Concs £86 Gavin Weightman

Beginners' Guide to Tracing your Family Tree

How to carry out research and interpret the results, use basic records and the internet.

- 441 29 Apr and 6 May, 2 mtgs

Sat 10.30-16.30
£46, Concs £12 Paul Blake

Psychology

Foundations of Modern Psychology

An overview of psychology, reviewing the main theoretical approaches, basic concepts of perception, learning and memory, and outlining social influences and human development.

Daytime

- 442U from 14 Sep, 24 mtgs

Wed 10.30-12.30
£172, Concs £86 Alison Carr

Evening

- 443U from 12 Sep, 24 mtgs

Mon 20.00-22.00
£172, Concs £86 Itai Itvzan

Biological Basis of Behaviour

The relationship between biology, behaviour and mental processes, and role of the brain and nervous system.

- 444U from 15 Sep, 24 mtgs

Thur 20.00-22.00

£172, Concs £86 Beverley Steffert

Freudian Foundations of Psychoanalysis

A review of the major concepts and developments of psychoanalytic thinking.

- 445U from 13 Sep, 24 mtgs

Tues 20.00-22.00

£172, Concs £86 Annette Kilcooley

New: Freud and Sexuality

An examination of the development of Freud's theories of sexuality. Examine issues of sexual development, gender, sexual orientation and identity.

- 446U from 27th April, 12 mtgs

Thur 20.00-22.00

£86, Concs £43 Aaron Balick

Psychology of Learning and Learning Styles

What can a range of psychological theories and approaches tell us about how students learn?

- 447U from 15 Sep, 12 mtgs

Thur 10.30-12.30
£86, Concs £43 Jennifer Sinclair

New: Psychology in the Classroom

Explore the psychological and social processes that underpin the experience of teaching and learning in a school environment.

- 448U from 12 Jan, 10 mtgs

Thur 10.30-13.00
£86, Concs £43 Phillida Salmon

Problem Solving, Decision Making and Expertise

How can an understanding of psychological perspective help us to become better problem solvers and decision-makers?

- 449U from 27 Apr, 10 mtgs

Thur 10.30-13.00
£86, Concs £43 Roz Dixon

Study Skills for Psychology Students

Addresses issues such as reading and note-taking skills and general study habits.

- 450U 8 Oct, 1 mtg

Sat 10.00-17.00
£20, Concs £10 Andy Kirby

Essay Writing for Psychology Students

Improve your ability and confidence for assessed psychology assignments. Please bring examples of essay titles.

- 451U 12 Nov, 1 mtg

Sat 10.00-17.00

£20, Concs £10 Andy Kirby

New: The Art of the Psychotherapist: Humanistic Psychology of James Bugental

Bugental's work takes account of the social and political context while focussing on the here and now, and how the existential moment reveals our past and future pattern.

- 452U 6 May, 1 mtg

Sat 10.00-17.00

£30, Concs £15 Gerry Lander

Health

Head of Department:

Gerald Jones

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Departmental Administrator:

Josie Turner

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Business Fees

- All fees shown are the subsidised standard and concessionary fees.
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Our well being depends on developing both a healthy Body and Mind. Choose from a range of alternative approaches from Eastern and Western traditions and decide for yourself if any are relevant for you. You may find peace of mind through Meditation, move to Gabrielle Roth's 5 Rhythms, learn the skills of Shiatsu, or experience the balance and flow of Tai Chi.

If you require further information, please ask to see a course description available in Reception and on our website: www.marywardcentre.ac.uk
If you are still in doubt, ask to speak to Gerald Jones or Josie Turner on 020 7269 6023. Please note, you need to seek guidance for courses marked # before enrolling.

The two examined courses below lead to an ITEC Diploma, recognised throughout the English speaking world. Ask for a special application form to be returned as soon as possible. You will be called for an interview mid-July or early September.

Holistic Massage (ITEC)

A comprehensive introduction to both theoretical and practical aspects of anatomy, physiology and body massage.

- 500 C # from 12 Sep, 34 mtgs

Mon 10.00-15.30

Additional Saturdays: 27 May and 17 Jun

£540, Concs £106 Ella Beech

New: Reflexology (ITEC)

A comprehensive course in both theoretical and practical aspects of Reflexology. Students must have (by Sept 2005) an ITEC Diploma in Holistic Massage or A and P.

- 501 C # from 16 Sep, 29 mtgs

Fri 13.00-16.30

£386, Concs £106 Ella Beech

Alexander Technique

By learning to recognise how we habitually interfere with our natural balance and poise, we can begin to change and experience a whole new sense of moving and being. We look at the theory and origin of the Technique.

- 502 from 15 Sep, 6 mtgs
- 503 from 8 June, 6 mtgs

Thurs 20.00-22.00

£33, Concs £8 per course Madelene Webb

Anatomy - The Body from within

A fresh approach to the study of Anatomy. Through use of visualisations, movement and relaxation, linked with some theory, we will explore the systems of the body. Please wear loose, comfortable clothing and bring a blanket and a cushion.

- 504 18 Feb, 1 mtg
- 505 3 June, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Ella Beech

Introduction to Anatomy

Open to all but particularly useful for thinking about doing other bodywork courses, including ITEC. We look at the skeleton, muscle, skin and circulation and how blood pressure and digestion affect our well-being.

- 506 from 27 Apr, 6 mtgs

Thur 20.00-22.00

£33, Concs £8 Jonathan Tarr

Aromatherapy: An Introduction

The art and science of using essential oils of aromatic plants and flowers for therapeutic effects. For both men and women. Please bring a towel and keep fingernails short!

One-Day Introductory Workshops

- 507 1 Oct, 1 mtg
- 508 24 June, 1 mtg

Sat 10.00-17.00

£38, Concs £10 per day Ella Beech

Weekday Course

- 509 from 13 Jan, 6 mtgs
- Fri 10.00-12.00
£39, Concs £10 Ellie Holly

Aromatherapy for Stress

- 510 3 Dec 1 mtg

Sat 10.00-17.00
£38, Concs £10 Kathie Breidenbach

Circle Dances from Around the World

Dances from many world cultures and epochs. Great fun and good for body and soul. Not strenuous.

- 511 from 30 Sep, 10 mtgs
- 512 from 13 Jan, 10 mtgs

Fri 10.30-12.30
£55, Concs £14 per course Eve Corrin

Dancing Gabrielle Roth's 5 Rhythms

An enjoyable day of free movement for everyone. An inner journey based on the work of Gabrielle Roth (author of 'Sweat Your Prayers'). No prior knowledge or experience necessary.

- 513 4 Dec, 1 mtg

Intermediate course (for those who have done workshops before)

- 514 22 Jan, 1 mtg

Sun 10.30-17.30
£36, Concs £9 per course Richard Jerram

Self-Healing Through Dance

A relaxed day of movement: release tension, increase appreciation of your body, and access fuller energy resources. No dance experience necessary.

- 515 24 June, 1 mtg

Sat 10.30-17.30

£36, Concs £9

Lucy Goodison and Helen Schafer

Feldenkrais - Awareness through Movement

Discover power in the centre of the body, in order to reduce effort in the shoulders and neck and bring greater ease and comfort to everyday actions.

- 516 1 and 2 Oct, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Jackie Adkins

- 517 from 18 Mar, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Jackie Adkins

Beginners' Herbalism

An introduction to the healing properties of plants, their use as remedies in the treatment of some common ailments, and how to safely employ a range of basic preparations for internal and external use.

Saturday Workshop

- 518 10 Dec, 1 mtg

Sat 10.30-17.30

£37, Concs £9 Fiona Mazurka

Weekday Courses

- 519 from 14 Sep, 6 mtgs
- 520 from 2 Nov, 6 mtgs
- 521 from 22 Feb, 6 mtgs
- 522 from 26 Apr, 6 mtgs

Wed 10.30-12.30

£34, Concs £9 per course Ellie Holly

Intermediate Herbalism

Continuation classes. Explore how to use healing plants to support and strengthen the body, examining how different plants have affinity for different systems of the body.

Saturday Workshop

- 523 4 Mar, 1 mtg

Sat 10.30-17.30

£37, Concs £9 Fiona Mazurka

Weekday Courses

Part One: Includes treatment strategies; the respiratory, digestive, cardiovascular and reproductive systems.

- 524 from 11 Jan, 6 mtgs

Part Two: Includes the chemistry of herbs, allergies, skin disorders; the urinary, nervous, muscular and skeletal systems.

- 525 from 7 Jun, 6 mtgs

Wed 10.30-12.30

£34, Concs £9 per course Ellie Holly

New: Introduction to Massage

A practical course on how and when to use a variety of massage strokes to relieve stress. Please bring a large towel and small bowl for oil. No previous experience needed. (Useful for those wishing to apply for the ITEC Holistic Massage course.)

- 526 from 9 Jun, 6 mtgs

Fri 10.00-12.00

£33, Concs £8 Ella Beech

Massage for Friends and Partners

Learn basic massage skills and relaxation techniques. Please bring a large towel and a small bowl for oil. N.B. Enrol in pairs only, fee quoted is for one person.

- 527 17 Sep, 1 mtg
- 528 8 Oct, 1 mtg
- 529 26 Nov, 1 mtg
- 530 14 Jan, 1 mtg
- 531 18 Feb, 1 mtg
- 532 13 May, 1 mtg
- 533 10 June, 1 mtg

Sat 10.00-17.00

£38, Concs £10 per day

Ellie Holly / Ella Beech / Amy Ku Redler

Meditation and Visualisation

Ways to enhance concentration, increase awareness and come to terms with ourselves and the world around us. Experientially (not theoretically) based.

- 534 from 15 Sep, 6 mtgs
- 535 from 3 Nov, 6 mtgs
- 536 from 12 Jan, 6 mtgs
- 537 from 23 Feb, 6 mtgs
- 538 from 27 Apr, 6 mtgs
- 539 from 8 June, 6 mtgs

Thur 12.45-14.15

£41, Concs £10 per course Penny Cloutte

New: Pilates

Pilates is an holistic system of exercise that helps improve posture, core strength and flexibility through controlled movement and use of the breath. Introductory mat-work class.

- 540 from 13 Sep, 36 mtgs

Tue 20.00-21.15

£111, Concs £27 for year

£37, Concs £9 per term, 12 mtgs Leanne Hopkins

Reflexology

A practical course. Learn the basic principles and therapeutic effects of foot massage to release stress and boost your body's ability to heal itself. Please bring a towel.

- 541 from 24 Feb, 6 mtgs

Fri 10.00-12.00

£33, Conc £8 Ella Beech

Beginners' Shiatsu

A body therapy, based on the same principles as acupuncture, focusing on the internal energy of 'Ki'. Do-In (self-Shiatsu) exercises and meditation are included to increase fitness, self-awareness and perception of energy. Bring a blanket, cushion and wear loose, comfortable clothing.

- 542 from 3 Nov, 6 mtgs

Thur 20.00-22.00

£33, Concs £8 Jonathan Tarr

- 543 5, 12 and 19 Nov, 3 mtgs

- 544 25 Feb, 4 and 11 Mar, 3 mtgs

Sat 10.00-17.00

£50, Concs £13 per course Jonathan Tarr

Shiatsu for Neck and Shoulders

- 545 21 Jan, 1 mtg
- 546 20 May, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per workshop Jonathan Tarr

Tai Chi

An ancient Chinese martial art form, Tai Chi is also used for its health promoting properties. Suitable for all ages, levels of ability and experience.

Tai Chi Ch'uan: Lam Style

Developed by Master Lam Kam Chuen. It is not strenuous but relaxing and energising.

Beginners Only

- 547 from 12 Sep, 34 mtgs

Mon 13.00-14.30

£124, Concs £31 for year

£42, Concs £11 per term 1 and 2, 12 mtgs

£40, Concs £9 for term 3, 10 mtgs

Renzo Tat

Improvers

- 548 from 12 Sep, 34 mtgs

Mon 14.30-16.00

£124, Concs £31 for year

£42, Concs £11 per term 1 and 2, 12 mtgs

£40, Concs £9 for term 3, 10 mtgs

Renzo Tat

Tai Chi Ch'uan: Yang Style

24 movements (Short Form)

A rhythmical slow series of postures linked into one long, flowing exercise. Includes some Qi Gong breath work.

- 549 from 12 Sep, 34 mtgs

Mon 18.00-20.00

£165, Concs £41 for year

£56, Concs £14 per term 1 and 2, 12 mtgs

£53, Concs £13 for term 3, 10 mtgs

Veronica Ashcroft

Yoga

Classes combine physical and mental exercises which promote flexibility, relaxation and stamina. Yoga is suitable for all levels of fitness and mobility, including pregnancy. Beginners are advised to start in September.

Beginners

- 550 from 12 Sep, 34 mtgs

Mon 20.00-22.00

£165, Concs £41 for year

£56, Concs £14 per term 1 and 2, 12 mtgs

£53, Concs £13 for term 3, 10 mtgs

April Nunes

Improvers

- 551 from 15 Sep, 36 mtgs

Thur 18.00-20.00

£174, Concs £45 for year

£58, Concs £15 per term

Caroline Ings-Chambers

British Wheel Yoga

Morning - Beginners

The six basic Yoga postures - forward, backward and sideways bends, twists, balances and upside down postures (not headstand). Breathing exercises, meditation and relaxation. Suitable for all ages and abilities.

- 552 from 13 Sep, 36 mtgs

Tues 11.15-12.45

£132, Concs £33 for year

£44, Concs £11 per term

Maureen Measure

Morning - Improvers

This course is for students who have practiced the six basic types of posture. We will explore different versions of these postures and have a long relaxation. Not suitable for beginners.

- 553 from 14 Sep, 36 mtgs

Wed 11.15-12.45

£132, Concs £33 for year

£44, Concs £11 per term

Maureen Measure

Lunchtime - for all

Some energetic postures and relaxation, to refresh you mentally and physically.

- 554 from 14 Sep, 36 mtgs

Wed 13.00-14.00

£87, Concs £21 for year

£29, Concs £7 per term

Maureen Measure

Evening - for all

For people of all ages and stages. The six basic types of posture; breath control; meditation and relaxation.

- 555 from 13 Sep, 36 mtgs

Tues 18.00-20.00

£174, Concs £45 for year

£58, Concs £15 per term

Maureen Measure

Kundalini Yoga: An introduction

Reduce stress with Kundalini Yoga, the “Mother of all Yoga” or “Yoga of Awareness”, a system of self-transformation and personal development through body postures, breath awareness, chanting and meditation.

- 556 24 Sep, 1 mtg

- 557 22 Oct, 1 mtg

- 558 29 Apr, 1mtg

Sat 10.30-17.30

£36, Concs £9 per day Celine Dossou

Weekend Course

- 559 Sun 11 and Sat 17 Jun, 2 mtgs

10.30-16.30

£46, Concs £12 Celine Dossou

Personal Development

Head of Department:

Gerald Jones

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Departmental Administrator:

Josie Turner

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Business Fees

- All fees shown are the subsidised standard and concessionary fees
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Develop the myriad components of your self. Increase your personal effectiveness, deepen your self understanding, strengthen your relationships and start fulfilling your potential. Courses range from building self-esteem to exploring the inner self, from flexing your thinking skills to improving your professional know-how.

Due to the nature of these courses, students should arrive on time. Later-comers may not be admitted.

If you require advice about the right course for your particular needs, please ask to see a course description available in Reception and on our website: www.marywardcentre.ac.uk

If you are still in doubt, ask to speak to Gerald Jones or Josie Turner on 020 7269 6023. Please note, you need to seek guidance before enrolling for courses marked #.

Certificated Courses

Crèche Work and Playgroup Work (NOCN)

An introductory childcare qualification for working in a crèche or nursery under supervision. This practical course includes student placements in crèches, combined with theory in the classroom. Assessment is by portfolio so you will need to be confident in your written English. Experience of work with children, as a parent, student or volunteer is needed. Interviews take place in July and September. Please speak to Leonie Abrahamson or Gerald Jones before applying.

Off-site course

- 600 # C from 22 Sep, 36 mtgs plus additional workshops

Class meets at Coram Parents' Centre, a short walk from the Mary Ward Centre

Thur 9.30-12.30

£351, Concs £30

Leonie Abrahamson

Counselling

Level 1: Introduction to Counselling

The basic methods and practices of counselling; the skills which form the basis of the counselling relationship, for use in personal or community situations. The course carries a Certificate of Attendance. Entrance by special application form and interviews in July and September. Applications must be in by 1 July or 1 September 2005.

- 601 and 602 from 15 Sep, 6 mtgs

Thur 18.00-22.00

Additional Saturday: 17 Sep

Sally Payne (601) and tba (602)

- 603 and 604 from 15 Sep, 6 mtgs

Thur 10.00-15.30

Cecilia Jarvis (603) and Patmarie Coleman (604)

£73, Concs £18 per course

Level 2: Certificate in Counselling Skills (CENTRA)

For those who have completed an approved level 1 course or its equivalent. The course includes theory, practical skills, personal development work, a compulsory weekend component and a minimum attendance requirement of 80%. Validated by CENTRA, it meets the entry requirements for the Diploma in Counselling. Entry is by written application and group and individual interview. Application forms are available from the Mary Ward Centre. Interviews take place in September. Course fee includes certificate registration.

- 605 and 606 # **C** from 3 Nov, 30 mtgs

Thur 18.00-22.00

Additional Saturdays: 14 Jan, 25 Mar and 3 June 10.00-17.00

Additional weekend: dates tbc

£468, Concs £55

Sally Payne (605) and tba (606)

- 607 and 608 # **C** from 3 Nov, 30 mtgs

Thur 10.00-15.45

Additional weekend: dates tbc

£468, Concs £55

Cecilia Jarvis (607) and Patmarie Coleman (608)

Open Afternoon for the Counselling Diploma starting Sep 2006 will be 11 May 2006. Please contact the Centre for further details.

Level 3: Professional Diploma in Integrative Counselling (CPCAB)

A challenging two-year course qualifying you to practise as a counsellor in an agency. Drawing on Clarkson's five therapeutic relationships between the counsellor and client, the course integrates humanistic, analytic and transpersonal perspectives. Students will be expected to gain 70hrs of personal counselling and to begin a counselling placement. It is possible to pay the fee in instalments. Entry onto the course is by interview, and you must already have a minimum of 180 hours formal counselling training or the equivalent. Please ask for a brochure and application form from Reception.

- 609 # C from 16 Sep, 36 mtgs (year 1)

Fri 10.00-17.45

One weekend: 10 and 11 Sep

- 610 # C from 13 Sep, 36 mtgs (year 2)

Tues 10.00-17.45

One weekend: 8 and 9 Oct

£1,400, Concs £660 per year

Penny Cloutte and Cecilia Jarvis

Diploma Extension tutorials

For students who completed the Diploma Training in July 2005 but have assignments to finish.

- 611 by arrangement

£35, Concs £18 per hourly tutorial

Penny Cloutte and Cecilia Jarvis

Developing Self-Esteem and Assertiveness

See also courses on pages 90-97 and 99-100

Self Esteem and Confidence

Challenge old negative ideas about the self and establish new, more realistic beliefs. Develop a new sense of self-worth and self-confidence.

- 612 from 3 Nov, 6 mtgs

Thur 18.00-20.00

£33, Concs £8 Tracy Keating

Self-Esteem and Assertiveness

Do you find it hard to say 'no' to others? Do you wish you could speak up for yourself more? If so, this course will help you try out a different way of being.

- 613 from 12 Sep, 6 mtgs
- 614 from 31 Oct, 6 mtgs Women only
Mon 18.00-20.00
£33, Concs £8 per course Sylvia-Ann Dwen

- 615 from 9 Jan, 5 mtgs
- 616 from 24 Apr, 5 mtgs Women only
Mon 18.00-20.00
£28, Concs £7 per course Sylvia-Ann Dwen

Assertiveness for Women in the Workplace

Learn techniques for combating isolation, increasing self-esteem and making your presence felt effectively.

- 617 5 Nov 1 mtg

Sat 10.00-17.00
£36, Concs £9 Penny Cloutte

Assertiveness Training

Improving communications skills through body language, expressing ourselves honestly, saying no, making choices and dealing with criticism.

- 618 26 Nov and 3 Dec, 2 mtgs
- 619 11 and 18 Feb, 2 mtgs
- 620 17 and 24 Jun, 2 mtgs

Sat 10.30-17.30
£55, Concs £14 per course Shân Rees

Advanced Assertiveness

This course is for students who have already completed a basic assertion skills course. We will consolidate and confirm what you already know and take a look at how you have put assertive behaviour into practice - successes and failures - and build on those.

- 621 13 May, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Shân Rees

Advanced Assertiveness and Self-Esteem for Women

Exploring assertive communication in dealing with challenging behaviour from partners, family and friends. For students who have done an introductory assertiveness course.

- 622 18 Mar, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Sylvia-Ann Dwen

The Art of Living Excellently

Taking big steps in your life and discovering how you can feel fulfilled and contribute to the world. For committed students who have already done some personal development work.

- 623 from 26 Apr, 6 mtgs

Wed 20.00-22.00

£33, Concs £8 Shân Rees

Weekend workshop

- 624 8 and 15 Oct, 2 mtgs

Sat 10.30-17.30

£55, Concs £14 Shân Rees

Building Relationships

New: Assertiveness in Relationships

Discover how communicating assertively can encourage openness and co-operation in relationships; both personal and professional. For students who have done an introductory assertiveness course.

- 625 2 Oct, 1 mtg

Sun 10.30-17.30

£36, Concs £9 Sylvia-Ann Dwen

New: NLP for Relationships

Help improve your relationships, whether with family, friends, partners or colleagues.

- 626 28 Jan and 4 Feb, 2 mtgs

Sat 10.00-17.00

£55, Concs £14 Bronwen Dace

Making Friendships Work

Do you feel you put more into friendships than you get back? Learn how to turn around fading friendships.

- 627 22 Oct, 1 mtg
- 628 10 Jun, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Andy Kirby

Starting New Relationships

What do you want from new relationships? How do you get it? Explore the problems and try out solutions, all in a single day!

- 629 5 Nov, 1 mtg
- 630 17 Jun, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Andy Kirby

New: Flirting: Using Interpersonal Skills for Attraction

Do you attract the wrong people? Does your perfect partner fail to notice you? Learn how to sharpen your flirting skills by improving your interpersonal skills.

- 631 3 and 10 Dec, 2 mtgs

Sat 13.00-17.00

£48, Concs £12 Jean Smith

The Many Faces of Love

The nature of love and desire in their many guises. Stories, poetry and experiential exercises will help us to understand and connect with these deep and vital feelings.

- 632 15 and 16 Jul, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Mickey Yudkin

Exploring the Self

New: How to be Happy and Flourish

Learn how to manage your energy and get in touch with positive feelings. Attract more of what you want into your life for the benefit of yourself and others.

- 633 11 Mar, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Shân Rees

New: Free Your Mind, Change Your Life

Break through your limiting beliefs and take charge of your own thoughts, feelings and actions using the psychology of Alfred Adler.

- 634 from 20 Feb, 6 mtgs

- 635 from 12 Jun, 6 mtgs

Mon 18.00-20.00

£33, Concs £8 per course Sylvia-Ann Dwen

- 636 20 and 27 May, 2 mtgs

Sat 10.30-16.30

£46, Concs £12 Sylvia-Ann Dwen

Creative Writing for Self-Discovery

Discover the healing power of creation through practical writing activities. Share your work with others in a safe environment.

- 637 from 25 Apr, 12 mtgs

Tues 20.00-22.00

£58, Concs £15 Alison Clayburn

For further Creative Writing courses please see pages 101 - 107

Acting for Personal Development - Making the Character Mine

Acting workshop to explore the relationship between our real and 'pretend' lives.

- 638 4 Feb, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Kenneth Price

Facing Your Masks

Come to terms with our various masks and begin a process of changing them to release new energy.

- 639 from 22 Feb, 5 mtgs

Wed 18.00-20.00

£28, Concs £7 Nim Njuguna

Unpacking Cultural Baggage

Explore attitudes and assumptions about major life issues that derive from our cultural backgrounds and experiences.

- 640 from 22 Feb, 5 mtgs

Wed 20.00-22.00

£28, Concs £7 Nim Njuguna

Positive Ageing

Explore current attitudes to ageing, celebrate our lives so far, and learn how we can attune our physical, emotional, mental and spiritual selves to ageing in a positive way.

- 641 14 and 21 Jan, 2 mtgs

Sat 10.30-17.30

£55, Concs £14 Shân Rees

Menopause - The Wise Woman Way

The 'change of life' - another step on the road downhill? Or the challenge of entering a new phase? We will look at the various aspects of this important transition and at herbal and other complementary remedies.

- 642 from 4 Nov, 6 mtgs

Fri 13.00-15.00

£33, Concs £8 Jocelyn Chaplin

Living with Dying

A workshop to help you to be more open and to come to terms with dying - your own or others' - and thereby feel more appreciative of living. Not suitable for the recently bereaved.

- 643 22 Oct, 1 mtg
- 644 29 Apr, 1 mtg

Sat 10.00-17.00

£39, Concs £10 per day Christianne Heal

Our Spiritual Selves

What is the source of our unique being? What do we mean by our 'spiritual selves' and how does this idea affect what we really believe?.

- 645 12 Nov, 1 mtg

Sat 10.00-17.00

£39, Concs £10 Christianne Heal

Adam and Eve - Our Masculine and Feminine Selves

No one is totally masculine or totally feminine. We look at masculine and feminine aspects of ourselves to help express these qualities more fully.

- 646 25 Feb, 1 mtg

Sat 10.00-17.00

£39, Concs £10 Christianne Heal

On Dreaming and Dreams

Examine various ways of interpreting dreams. A safe space will be created to explore our dreams and their significance.

- 647 5 and 6 Nov, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Mickey Yudkin

New: Intimacy and Solitude

Explore the balance between intimacy and solitude and experience how the taming of solitude can lead to deeper relationships and self-enrichment.

- 648 25 and 26 Feb, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Mickey Yudkin

Anxiety, Courage and Enrichment

Understanding our anxieties helps us find the strength and courage which lead to self and life enrichment.

- 649 25 and 26 Mar, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Mickey Yudkin

Exploring Your Creativity

The source and nature of creativity and ways of nurturing and developing our own creativity through visualisation, drawing, writing and movement.

- 650 3 and 4 Dec, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 Mickey Yudkin

New: Working With Your Emotions

Using the Body-Mind-Spirit connection explore the meaning and practice of awareness and learn how to connect directly with the body to clear difficult emotions.

- 651 from 12 Sep, 6 mtgs

Mon 20.00-22.00

£33, Concs £8 Barbara Lindner

- 652 13 and 20 May, 2 mtgs

Sat 10.30-16.30

£46, Concs £12 Barbara Lindner

The Inner Child

Learn to recognise and heal the wounds of the inner child, process emotional baggage and raise consciousness. For people who have undertaken previous personal development work.

- 653 from 9 Jan, 6 mtgs

Mon 20.00-22.00

£33, Concs £8 Barbara Lindner

- 654 from 24 Apr, 10 mtgs
Mon 20.00-22.00
£55, Concs £14 Barbara Lindner

Sustaining a Path with Heart: Spiritual Wisdom

Discuss texts and teachings with exercises and meditation to practise such qualities as mindfulness, compassion and patience.

- 655 from 31 Oct, 5 mtgs

Mon 20.00-22.00
£28, Concs £7 Barbara Lindner

Feel The Fear and Do It Anyway

A practical workshop based on Susan Jeffers' book. We examine our fears and develop our own strategies for dealing with change. Share experiences in a supportive environment.

- 656 from 20 Feb, 6 mtgs
Mon 20.00-22.00
£33, Concs £8 Barbara Lindner

Weekend Courses

- 657 15 and 22 Oct, 2 mtgs
 - 658 21 and 28 Jan, 2 mtgs
 - 659 17 and 24 Jun, 2 mtgs
- Sat 10.30-16.30
£46, Concs £12 per course Barbara Lindner

Women Who Run With The Wolves

Examine some of the ideas raised in Estes' book. Opportunities to share experiences, and to discuss chapters 5, 9 and 10. For women only.

- 660 12 and 19 Nov, 2 mtgs
- 661 18 and 25 Mar, 2 mtgs

Sat 10.30-16.30

£46, Concs £12 per course Barbara Lindner

Developing Thinking Skills

Edward De Bono: Practical Thinking Skills

Tools to enable clear, practical thinking, giving you an opportunity to explore how to generate original ideas.

- 662 24 Sep, 1 mtg

Sat 10.00-17.00

£36, Concs £9 Barbara Lindner

Developing Critical Thinking

Understand arguments and how they go wrong. We'll examine everyday arguments from the media to distinguish between good and bad arguments.

- 663 from 13 Sep, 6 mtgs
Tues 18.00-20.00
£33, Concs £8 Gary Retallick

- 664 from 12 Jun, 5 mtgs
Mon 18.00-20.00
£28, Concs £7 Dan Cardinal

Developing Lateral Thinking

Learn how to develop innovative thinking and come up with unconventional ways of approaching everyday problems.

- 665 from 3 Nov, 6 mtgs
Thur 20.00-22.00

- 666 from 12 Jun, 6 mtgs
Mon 20.00-22.00

£33, Concs £8 per course Gerard Darby

Developing Creative Thinking

Learn a range of techniques to generate new ideas, develop your creative aptitude and liberate your lateral thinking.

- 667 15 Oct, 1 mtg
- 668 21 Jan, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Gerard Darby

Developing Visual Thinking

Build on your own visual thinking skills. We look at the uses of Mind Maps and creative visualisation as well as methods to improve perception and insight.

- 669 3 Dec, 1 mtg

Sat 10.00-17.00

£36, Concs £9 Gerard Darby

Developing Emotional Intelligence

We talk a lot about IQ, but what about EQ, emotional intelligence, an idea that includes self-awareness, impulse, control, zeal and empathy.

- 670 from 28 Apr, 10 mtgs

Fri 14.00-16.00

£55, Concs £14 Mickey Yudkin

The Mary Ward Debating Society

Debates are informal and no prior experience is required. Issues for debate are chosen on the day, some debates are off-site - please check with the Centre.

7 Oct, 11 Nov, 9 Dec, 3 Feb, 3 Mar, 31 Mar, 19 May, 16 Jun, 14 Jul
Fri 14.30-16.00
Nil fee Ruth Cigman and Gerald Jones

For further courses on philosophy and critical reasoning, see page 48-53.

Improving Personal Effectiveness

Please arrive on time. Latecomers may not be admitted.

New: Introduction to Teaching and Learning

An introduction to teaching and learning for those interested in becoming teachers. Explore the learning process and practise micro-teaching.

- 671 25 Feb, 4 and 11 Mar, 3 mtgs

Sat 10.00-17.00
£91, Concs £23 Andry Anastasiou

For a course on NLP and Relationships see page 80

Neuro-Linguistic Programming: An Introduction

NLP is one of the most popular and effective tools for personal change. A taster course to clear blocks and move forward towards your goals.

- 672 17 and 24 Sep, 2 mtgs
Sat 10.00-17.00
£55, Concs £14 Bronwen Dace

- 673 from 13 Jan, 6 mtgs
Fri 13.00-15.00
£33, Concs £8 tba

NLP for Teaching and Learning

For educators, parents, students and others. Strategies for learning, communication, raising self-esteem and modelling excellence.

- 674 13 and 20 May, 2 mtgs

Sat 10.00-17.00
£55, Concs £14 Bronwen Dace

NLP and Life Purpose

"What am I doing here?" "What's my real purpose in life?" "What will make me happy?" Find some answers on this course.

- 675 from 24 Feb, 6 mtgs

Fri 13.00-15.00
£33, Concs £8 tba

NLP at Work

Whether you want to present to others with confidence, communicate your message clearly, lead others more easily, or just get on better with colleagues, NLP can help.

- 676 from 27 Apr, 6 mtgs

Thur 20.00-22.00
£33, Concs £8 tba

NLP for Time-Pressured People - Online Course

Learn NLP at your own pace, anywhere with an internet connection, with this 100% on-line course. For more details contact the Centre.

- 677 £54, Clare Walker

New: Spending Time Effectively

Time is the greatest commodity in our lives. This is a participatory workshop looking at all aspects of time, and how we can spend it.

- 678 18 Mar, 1 mtg

Sat 10.00-17.00

£36, Concs £9 Gerard Darby

Setting Goals; Getting Goals

Being clear about your goals is the first step to achieving them. Learn how to plan and achieve your goals and how to overcome obstacles. Personal, professional and global visions explored.

- 679 3 and 10 Dec, 2 mtgs
- 680 24 Jun and 8 Jul, 2 mtgs

Sat 10.30-16.30

£47, Concs £12 per course Andry Anastasiou

Creative Expression for Presenting and Speaking

Creative expression can assist speaking and presenting. Story telling, breath and voice work for speaking confidently and presenting yourself with ease.

- 681 28 Jan and 4 Feb, 2 mtgs
- 682 6 and 13 May, 2 mtgs

Sat 10.30-16.30

£47, Concs £12 per course Andry Anastasiou

Art of Teambuilding

Drawing upon Eastern and Western approaches we explore ideas of group dynamics, co-operation, synergy and teambuilding. Particularly useful for anyone involved in a group or meeting.

- 683 24 Sep and 1 Oct, 2 mtgs

Sat 10.30-16.30

£47, Concs £12 Andry Anastasiou

Art of Leadership

How to lead and facilitate teams or groups. Leadership styles and basic principles of steering a successful group. For people who have experience of group processes.

- 684 13 Sep, 10 mtgs

Tues 18.00-20.00

£55, Concs £14 Andry Anastasiou

New: Mentoring in the Workplace

Learn how to set up a workplace mentoring scheme for mentoring students, staff or voluntary workers. Identify the competencies of effective mentors and practise motivational communication skills.

- 685 5 Nov, 1 mtg

Sat 10.30-17.30

£37, Concs £9 Andry Anastasiou

Chairing Meetings Effectively

Learn how to successfully manage meetings and keep focussed. Tips given for restraining the dominant, waffle-spotting and critical questioning skills.

- 686 19 Nov, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Mark Cole

New: Effective Communication: Personal and Public

Practical techniques to enhance communication. Use your voice and body language with confidence and skill.

- 687 26 Nov and 3 Dec, 2 mtgs

Sat 10.00-17.00

£36, Concs £9 Anne Freeman

Selling Yourself or Your Message

Get your message across clearly and with confidence. Learn techniques to get noticed or heard and to overcome fear of failure. For those whose self image or self esteem belies their abilities.

- 688 15 Oct, 1 mtg

Sat 10.00-17.00

£36, Concs £9 Susan Grossman

Presentations: Building Skills and Confidence

Learn how to develop and improve: voice and body language; respond to an audience; prepare and give presentations.

- 689 25 and 26 Feb, 2 mtgs
- 690 13 and 14 May, 2 mtgs

Sat and Sun 10.30-16.30

£46, Concs £12 per course Alan Harper

For other courses on communicating effectively please see
'Communication Skills and Confidence' pages 99-100

Interview Skills for Interviewees

All aspects of attending an interview including do's and don'ts, answers to difficult questions, and how to read non-verbal communication. Bring your current CV.

- 691 17 Sep, 1 mtg
- 692 18 Feb, 1 mtg
- 693 29 Apr, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Barbara Lindner

Embracing Career Change

Examine your current transferable skills; re-examine your career to date; look at your future goals and develop pathways to achieve them.

- 694 1 Oct, 1 mtg
- 695 4 Mar, 1 mtg
- 696 27 May, 1 mtg

Sat 10.00-17.00

£36, Concs £9 per day Christina Maw

Making Changes

Deal constructively with difficult changes in domestic or professional life through self and mutual help.

- 697 10 Dec, 1 mtg
Sat 10.00-17.00
£36, Concs £9 Susan Grossman
- 698 20 May 1 mtg
Sat 10.00-17.00
£36, Concs £9 Penny Cloutte

Stress Management

Learn what stress is, what causes it, and explore a range of techniques for alleviating or avoiding it. A practical and positive approach to the problem of stress.

- 699 from 1 Nov, 6 mtgs
Tues 18.00-20.00
£33, Concs £8 Rose Saliba

Weekend Workshop

- 700 17 Sep, 1 mtg
- 701 1 Apr, 1 mtg
Sat 10.00-17.00
£36, Concs £9 per day Rose Saliba

Managing Money

An introductory course for understanding and managing money matters. Topics include savings, investments, mortgages, pensions and financial planning for the future.

- 702 12 and 19 Nov, 2 mtgs
- 703 11 and 18 Mar, 2 mtgs Women only
Sat 14.00-17.00
£36, Concs £9 per day Daniela Glover

Advanced Managing Money

For those who have attended the introductory course, or who have some prior knowledge of the subject.

- 704 6 May, 1 mtg

Sat 10.30-17.30

£36, Concs £9 Daniela Glover

Communication Studies

Head of Department

Gerald Jones

email: Gerald.Jones@marywardcentre.ac.uk

Departmental Administrator

Josie Turner

Tel: 020 7269 6023

email: Josie.Turner@marywardcentre.ac.uk

Business Fees

- All fees shown are the subsidised standard and concessionary fees.
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Learn the art of communication as a writer, speaker or P.R. professional. Improve your confidence and develop a voice for public speaking. Build up the skills and discipline to publish your works of fiction or non-fiction. Learn how to handle the media, or manage and promote an event.

Please note that these courses are not suitable for those learning to speak or write English. Fuller course descriptions are available in Reception and on our website: www.marywardcentre.ac.uk

If you are still in doubt about the right course for you, ask to speak to Gerald or Josie on 020 7269 6023.

Communication Skills and Confidence

Express Yourself Empower Yourself

Our most powerful tool for communicating is speech. This course will give you and your words a greater impact. We learn from texts and tapes and other examples of effective communication.

- 800 from 15 Sep, 6 mtgs
Thur 18.00-20.00
£33, Concs £8 Alan Harper

Weekend Workshops

- 801 1 and 2 Oct, 2 mtgs
- 802 21 and 22 Jan, 2 mtgs
- 803 10 and 11 Jun, 2mtgs
Sat and Sun 10.30-16.30
£46, Concs £12 per course Alan Harper

Assertive Communication for Women

For women who sometimes struggle to express themselves or don't always stand up for themselves against domineering colleagues. Learn to think clearly, speak clearly, and play a full part in discussion.

- 804 8 Oct, 1 mtg

Sat 10.30-17.30
£36, Concs £9 Jocelyn Chaplin

Present Yourself with Confidence

Project yourself positively and communicate with confidence in everyday situations, through voice, body language and words in order to enhance your impact on others.

- 805 11 and 18 Feb, 2 mtgs
Sat 10.30-16.30

- 806 25 and 26 Mar, 2 mtgs
Sat and Sun 10.30-16.30
£46, Concs £12 per course Alan Harper

Public Speaking Workshops

Students are encouraged to reflect on their previous experience and to reappraise their approach in simulated professional and social situations. A variety of exercises to build confidence and develop good vocal delivery.

- 807 19 and 26 Nov, 2 mtgs
- 808 21 and 28 Jan, 2 mtgs
- 809 10 and 17 Jun, 2 mtgs

Sat 10.30-17.30
£55, Concs £14 per course Kenneth Price

Making the Most of Your Voice

Develop your confidence for every vocal occasion, public and private. Hear the difference in your voice afterwards! Practical sessions will also include verse, prose and play readings.

- 810 from 15 Sep, 12 mtgs

Thur 15.15-17.45
£73, Concs £18 George Pensotti

Creative Writing

All courses in this section require a commitment to writing pieces of work outside class time.

Level 1: Beginners

For 'Creative Writing for Self-Discovery', please see page 82

Creative Writing: Beginning to Write

A workshop, with an emphasis on sharing work and supporting other students.

- 811 from 15 Sep, 12 mtgs
- 812 from 27 Apr, 12 mtgs
Thur 16.00-18.00
£58, Concs £15 per course Adam Baron

- 813 from 12 Sep, 12 mtgs
- 814 from 9 Jan, 12 mtgs
Mon 20.00-22.00
£58, Concs £15 per course Raul Peschiera

- 815 from 24 Apr, 11 mtgs
Mon 20.00-22.00
£53, Concs £13 Raul Peschiera

Writing Children's Books

Picture-books, easy readers and novels aimed at 3-13 year olds. Suitable for beginners or those with writing experience.

- 816 24 Sep, 1 mtg
- 817 10 Dec, 1 mtg
- 818 10 Jun, 1 mtg

Sat 10.30-17.30
£36, Concs £17 per day Derek Smith

Adventures In Life Writing - An Introduction to Autobiography

A practical writing class for those who want to explore their lives and histories. Learn how to research your personal history. Students will be encouraged to share their work.

- 819 from 12 Sep, 12 mtgs

Mon 18.00-20.00

£58, Concs, £15 Berta Freistadt

Life Stories

Share anecdotes and memories and take the first steps towards building a file and setting pen to paper. Suitable for anyone who wants to pass on accounts of their life story or for making a first move in fiction writing.

- 820 10 and 11 Jun, 2 mtgs

Sat and Sun 10.00-16.30

£51, Concs £13 Berta Freistadt

Writing Poetry: Beginners' Workshop

For new and aspiring poets: learn to be adventurous and imaginative. With weekly exercises and studies of poems, improve your writing confidence and explore and develop your writing style.

- 821 from 12 Sep, 12 mtgs

- 822 from 9 Jan, 12 mtgs

Mon 16.00-18.00

£58, Concs £15 per course Harriet Proudfoot

- 823 from 24 Apr, 11 mtgs

Mon 16.00-18.00

£53, Concs £13 Harriet Proudfoot

Poetry - Writing from the Heart

Working with your life and memory, write poetry in simple and understandable forms using the work of famous poets as examples and inspiration.

- 824 from 9 Jan, 12 mtgs
Mon 18.00-20.00
£58, Concs, £15 Berta Freistadt

Weekend Workshop

- 825 5 and 6 Nov, 2 mtgs
Sat and Sun 10.30-16.30
£51, Concs £13 Berta Freistadt

The Art of Non-Fiction

A practical and inspirational grounding in the tools necessary to conceive, research, write and publish non-fiction.

- 826 1 and 2 Oct, 2 mtgs
- 827 10 and 11 Jun, 2 mtgs

Sat and Sun 10.30-16.30
£46, Concs £12 per course Lauren St John

Introduction to Travel Journalism - Making Travel Pay

How to write and market travel features; sell your photos and approach editors. Plus a chance to practise your reporting skills.

- 828 from 16 Sep, 12 mtgs
- 829 from 28 Apr, 12 mtgs

Fri 10.30-13.30
£87, Concs £22 per course Susan Grossman

Travel Writing - Level 1

A creative course that familiarises you with structure and sharpens your approach to journey, place, fiction, character and culture. Regular attendance and completion of assignments is expected.

- 830 from 14 Sep, 12 mtgs
- 831 from 11 Jan, 12 mtgs

Weds 20.00-22.00

£64, Concs £16 per course Jonathan Lorie

Level 2: Improvers

For those who have done at least one year of work at Level 1. You should be working on your own projects.

Creative Writing

Looking for more direction and commitment in your writing? We look at questions of self-discipline, risk-taking and publication.

- 832 from 12 Jan, 12 mtgs
- 833 from 27 Apr, 12 mtgs

Thur 18.00-20.00

£58, Concs £15 per course Jacob Ross

New: Crime Writers' Workshop

Develop characterisation, structure and plot in Crime Fiction. For people who are willing to share their writing in class and improve their skills in a popular genre.

- 834 from 12 Jan, 12 mtgs

Thur 16.00-18.00

£58, Concs £15 Adam Baron

Short Story Writing

Explore the short story form by reading, analysing and writing short stories. Build your own portfolio of short stories.

- 835 from 15 Sep, 12 mtgs
- 836 from 12 Jan, 12 mtgs

Thur 18.00-20.00

£58, Concs £15 per course Maureen Roberts

New: Travel Journalism Workshop

Explore working as a travel journalist. How to focus and write evocative copy and make your travels pay.

- 837 from 13 Jan, 12 mtgs

Fri 10.30-13.00

£73, Concs £18 Susan Grossman

Travel Writing - Level 2

For those who have completed a Level 1 course in travel or creative writing. Assignments are tailored towards individual projects and needs, be they short stories, travel features or books.

- 838 from 27 Apr, 12 mtgs

Thur 20.00-22.00

£60, Concs £15 Jonathan Lorie

Level 3: Advanced

These courses are for those who have done at least one year of writing at Level 2, and are aiming at publication.

New: A Novel Approach: The Creative and Business Sides of Writing a Novel

Develop techniques for novel writing, deconstruct contemporary fiction, learn how publishing works. Students should have a novel in progress.

- 839 from 13 Jan, 12 mtgs

Fri 14.00-16.00

£58, Concs £15 Donna Daley-Clarke

Hook, Line And Sinker: Prose Workshop

A supportive and critical workshop for experienced writers who wish to move their work towards publication. Not suitable for beginners.

- 840 from 12 Sep, 12 mtgs

- 841 from 9 Jan, 12 mtgs

Mon 18.00-20.00

£58, Concs £15 per course Linda Leatherbarrow

- 842 from 24 Apr, 11 mtgs

Mon 18.00-20.00

£53, Concs £13 Linda Leatherbarrow

Level 4: Published

Advanced Fiction Writers Workshop

A workshop for published and practising writers who still welcome the opportunity to present their work for critical feedback by their peers. Novelists and short story writers only.

- 843 from 12 Sep, 12 mtgs
Mon 20.00-22.00
£58, Concs £15 per course Linda Leatherbarrow
- 844 from 9 Jan, 12 mtgs
Mon 20.00-22.00
£58, Concs £15 per course Linda Leatherbarrow
- 845 from 24 Apr, 11 mtgs
Mon 20.00-22.00
£53, Concs £13 Linda Leatherbarrow

Media, Marketing And Public Relations

Media and Public Relations

An introduction to how to communicate effectively using the media and other PR tools and techniques. Planning and implementing media and PR programmes.

- 846 from 14 Sep, 12 mtgs
Wed 18.00-20.00
 - 847 from 26 Apr, 12 mtgs
Wed 20.00-22.00
- £88, Concs £44 per course Sonia Christie

New: Customer Service

This introductory course will help you achieve effective customer service for work and business success.

- 848 from 14 Sep, 12 mtgs

Wed 20.00-22.00

£88, Concs £44 Sonia Christie

Marketing Communication

This introductory course will help you to successfully market a product using the media, promotional activities and materials. Topics include: consumer profiling, product branding and positioning, image making, getting media attention, entertainment PR.

- 849 from 11 Jan, 12 mtgs

Wed 18.00-20.00

£88, Concs £44 Sonia Christie

Media Writing

Develop your writing skills for the print media and in-house publications. How to write story leads, feature articles, news releases, interviews and photo captions. Suitable for would-be freelance writers and PR practitioners.

- 850 from 11 Jan, 12 mtgs

Wed 20.00-22.00

- 851 from 26 Apr, 12 mtgs

Wed 18.00-20.00

£88, Concs £44 per course Sonia Christie

Event Management

What it takes to manage an event. We guide you through the process of planning, organizing and staging an event; venue selection, programme scheduling, budgeting, publicity, evaluation.

- 852 from 12 Sep, 12 mtgs

Mon 20.00-22.00

£88, Concs £44 Sonia Christie

Music and Dance

Head of Department:

Sharon Fuller

email: Sharon.Fuller@marywardcentre.ac.uk

Departmental Administrator:

Jackie Wamaitha

Tel: 020 7269 6042

email: jackie.wamaitha@marywardcentre.ac.uk

Business Fees

- All fees shown are the subsidised standard and concessionary fees.
- If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Emphasis is on enjoyment with occasional performances amongst friends. With instrument learning, practice outside class is essential for real progress. Advice and assistance for working towards a qualification is given in some courses, as indicated. Some classes are held at other venues close to the Mary Ward Centre and are indicated by this symbol: **(off-site)**. Classes where you will need to speak to a tutor before enrolling are marked #.

If you require advice about the right course for your particular needs, please ask to see a detailed course description available in Reception or on our website: www.marywardcentre.ac.uk. If you are still in doubt, ask to speak to Sharon, or Jackie on 020 7269 6042.

Guitar (Classical)

An appropriate preparation for the London College of Music examinations. Grading can be arranged through the Centre.

N.B. Complete beginners excepted, students may join at any time once the course has started but must speak to the tutor first.

Beginners

Taught as a group. Basic classical technique, including rest stroke and tuning, reading music and easy ensemble pieces.

- 900 from 16 Sep, 12 mtgs

Fri 18.30-20.00

£51, Concs £13 Julian Masters

Level 1

(# Beginners also welcome subject to tutor's approval)

More classical techniques, including free stroke, easy scales, elementary solo pieces and group playing.

- 901 from 13 Jan, 24 mtgs

Fri 18.30-20.00

£90, Concs £23 Julian Masters

Level 2

Scales, arpeggios, right and left-hand techniques, group playing and solo repertoire. This class accommodates students with a wide range of ability.

- 902 from 16 Sep, 36 mtgs

Fri 20.15-22.00

£156, Concs £39 for year

£52, Concs £13 per term, 12 mtgs

Julian Masters

Level 3

For players of Grade III and above working in a supportive group, improving technique, confidence and musicality.

- 903 from 16 Sep, 36 mtgs

Fri 18.30-20.00

£153, Concs £39 for year

£51, Concs £13 per term, 12 mtgs

Tom Kerstens

Guitar Orchestra

Intermediate level students through to experienced players: parts are graded to suit your playing competence. We play classical, baroque, Renaissance, light and contemporary music with emphasis on enjoyment.

- 904 from 16 Sep, 36 mtgs

Fri 20.30-22.00

£153, Concs £39 for year

£51, Concs £13 per term, 12 mtgs

Tom Kerstens

String Workshop

Technique and Ensemble

One hour of technique and one hour of ensemble to help develop skills in sight-reading and playing together. You will need to speak to the tutor before enrolling for these courses to assess your level. Beginners apart, students may join any time after the start of the course but must speak to the tutor first.

Level 1 Violin, Viola #

- 905 from 16 Sep, 36 mtgs

Fri 19.00-21.00

Level 2 Violin, Viola #

- 906 from 16 Sep, 36 mtgs
Fri 18.00-20.00

Level 3 Violin, Viola #

- 907 from 16 Sep, 36 mtgs
Fri 18.00-20.00

Level 1 Cello #

- 908 from 16 Sep, 36 mtgs
Fri 19.00-21.00

Level 2 Cello #

- 909 from 16 Sep, 36 mtgs
Fri 18.00-20.00

Level 3 Cello #

- 910 from 16 Sep, 36 mtgs
Fri 18.00-20.00

£180, Concs £45 per course for the year, 36 mtgs

£60, Concs £15 per course per term, 12 mtgs

Tutors: Sarah Pope, Nick Coote, David Edwards, Cathy Roseberry and Julia Milne.

Chamber Music Coaching

Note - There is no pre-enrolment for these courses. Please attend the first class on 16 September when we approve enrolments and allocate groups on the basis of instrument distribution and level. Space permitting, you may join the course later but only with the approval of the tutors.

Introduction to Chamber Music

Open to all string players up to Grade V. Suitable for students at Level 2 and Level 3, and others of equivalent competence.

- 911 # from 16 Sep

Fri 20.30-22.00

£153, Concs £39 for year, 36 mtgs

£51, Concs £13 per term, 12 mtgs

Sarah Pope

Advanced Chamber Music Coaching

Quartets and other ensembles.

- 912 # from 16 Sep

Fri 18.00-20.00

£177, Concs £45 for year, 36 mtgs

£59, Concs £15 per term, 12 mtgs

Sarah Pope and Nick Coote

Mary Ward Orchestra

For advanced players (Grade V, VI plus). Baroque and classical repertoire - with occasional forays beyond.

- 913 # from 16 Sep

Fri 20.30-22.00

£153, Concs £39 for year, 36 mtgs

£51, Concs £13 per term, 12 mtgs

Nick Coote

Chamber Orchestra

For those with Grade V and VI. A slightly lower standard for string players can be accommodated. Improve ensemble skills, sight-reading and general musicianship. From baroque to modern-day. Solos or concertos with the rest of the orchestra are encouraged. We have an end-of-term informal concert. We almost always have room for string players but players of other instruments should contact the tutor before enrolling.

- 914 # from 15 Sep

Thur 10.45-12.45

£180, Concs £45 for year, 36 mtgs

£60, Concs £15 per term, 12 mtgs

Michael Axtell

Singing

(off-site) Courses with this symbol are held at Bloomsbury Central Baptist Church, 235 Shaftesbury Avenue.

Think You Can't Sing?

An introduction to singing for those who only ever sing in the bath.

- 920 **(off-site)** Term 1 from 13 Sep
- 921 **(off-site)** Term 2 from 10 Jan
- 922 **(off-site)** Term 3 from 25 Apr

Tues 18.00-20.00, 12 mtgs

£59, Concs £15 per term Kim Whyte

Sing Your Heart Out

A cappella (unaccompanied) group singing for those who consider themselves non-singers. Songs will be simple and varied, in many different styles and from many different cultures.

- 923 **(off-site)** Term 1 from 14 Sep
- 924 **(off-site)** Term 2 from 11 Jan
- 925 **(off-site)** Term 3 from 26 Apr

Wed 18.00-20.00, 12 mtgs

£59, Concs £15 per term Elizabeth Carola

Mary Ward Singers

A lively choir singing a wide range of sacred and secular music. Students need to be able to read music. Occasional concerts given, but the aim is for singers of moderate ability to enjoy choral music. No audition, but new students are invited to attend one meeting before deciding whether to join.

- 926 (**off-site**) Term 1 from 14 Sep
- 927 (**off-site**) Term 2 from 11 Jan
- 928 (**off-site**) Term 3 from 26 Apr

Wed 20.00-22.00, 12 mtgs
£64, Concs £16 per term Holger Aston

Mary Ward Gospel Choir

A range of gospel music, both contemporary and traditional, in a lively and relaxed atmosphere. Occasional concerts are given.

- 929 (**off-site**) Term 1 From 22 Sep
- 930 (**off-site**) Term 2 from 19 Jan
- 931 (**off-site**) Term 3 from 4 May

Thur 18.30-20.30, 10 mtgs
£56, Concs £14 per term Jacek Scarso

Music Hall/Variety Workshop

Performance-based study. Rehearsal, coaching and end-of-term shows to the public. Students divide into two groups after the first meeting, and attend for two hours: 17.00-19.00 or 18.00-20.00, one hour of which is spent on solo performance and one hour with the whole group.

- 932 Term 1 from 14 Sep
- 933 Term 2 from 11 Jan
- 934 Term 3 from 26 April

Wed 17.00-20.00, 12 mtgs
£74, Concs £19 per term Bob Higgs

Music Theatre

Songs from Musicals. Performance-based, leading to end-of-term public shows. Solos, duets and company scenas. Suitable for all who wish to sing and perform, either on their own or with a group

- 935 (**off-site**) Term 1 from 13 Sep
- 936 (**off-site**) Term 2 from 10 Jan
- 937 (**off-site**) Term 3 from 25 Apr

Tues 20.00-22.00, 12 mtgs
£74, Concs £19 per term Bob Higgs

Stage Make-Up

An introductory course for all types of theatrical performance. Materials provided.

- 938 26 Nov, 1 mtg
- 939 18 Feb, 1 mtg
- 940 3 Jun, 1 mtg

Sat 10.00-17.00
£46, Concs £12 per day Debra Hawkins

Learn to Read Music

A set of modular courses, which demystify the language of written music, following the AEB syllabus. Students may take the exam if they wish. If you are not sure of your level, please speak to the tutor first. Grade I is for beginners.

Grade I Theory

- 941 Term 1 from 12 Sep
Mon 18.00-20.00, 12 mtgs
£59, Concs £15 Holger Aston

Grade II Theory

- 942 Term 2 from 9 Jan
Mon 18.00-20.00, 11 mtgs
£55, Concs £14 Holger Aston

Grade III Theory

- 943 Term 3 from 24 April
Mon 18.00-20.00, 11 mtgs
£55, Concs £14 Holger Aston

Grade IV Theory

- 944 Term 1 from 12 Sep
Mon 16.30-18.00, 12 mtgs
£51, Concs £13 Holger Aston

Grade V Theory

- 945 Term 2 from 9 Jan, 12 mtgs
Mon 16.30-18.00
£51, Concs £13 Holger Aston
- 946 Term 3 from 24 April, 11 mtgs
Mon 16.30-18.00
£47, Concs £12 per course Holger Aston

Making Sonic Art

Explore new ways of making music and create a piece on disc. This course investigates the philosophies and techniques of digital music.

- 947 Term 1: 1, 8, 15, 22 Oct and 5, 12 Nov
- 948 Term 2: 28 Jan, 4, 11, 25 Feb and 4, 11 Mar
Sat 13.30-17.00
£59, Concs £15 per term 1 and 2, 6 mtgs
- 949 Term 3: 29 Apr and 6, 13, 20 and 27 May
Sat 10.30-16.30
£69, Concs £17 for term 3, 5 mtgs

Thomas Gardner

Belly Dance

Have fun and keep fit with gentle movements, exciting music and beautiful costumes.

- 950 from 16 Sep
- 951 from 13 Jan
- 952 from 28 Apr

Fri 16.45-17.45

£38, Concs £10 per term, 12 mtgs

Marie-Arlette Reid

Greek Dancing

Classes are held at The Cavendish School, 179 Arlington Road, NW1 7EY. Learn the characteristic dances of all regions of Greece and Cyprus.

Beginners

- 953 (**off-site**) from 15 Sep
Thur 18.00-19.30

Intermediate

- 954 (**off-site**) from 12 Sep
Mon 18.00-19.30

Advanced

- 955 (**off-site**) from 12 Sep
Mon 19.45-21.15

Fee per year £150, Concs £39, 36 mtgs

Fee per term £50, Concs £13, 12 mtgs

Loula Kailas

The Lyra Greek Dancers

The group researches the background of Greek dance and costume and gives public performances at national and international festivals, dance, cultural, community and ethnic events. Thursday evenings at The Cavendish School, 179 Arlington Road, NW1 7EY Membership by invitation.

Arts and Crafts

Head of Department:

Sharon Fuller

email: Sharon.Fuller@marywardcentre.ac.uk

Departmental Administrator:

Jackie Wamaitha Tel: 020 7269 6042

email: jackie.wamaitha@marywardcentre.ac.uk

Business Fees

All fees shown are the subsidised standard and concessionary fees. If your employer is paying for you, please note that the invoiced business fee is twice the subsidised standard fee.

Arts and Crafts

With the exception of certificated courses and a few designated beginners' and foundation courses, we accommodate all levels of ability in our classes. This mix contributes to a rich learning environment where experienced and inexperienced students learn from each other and from the diversity of projects and activities. Beginners are welcome in all classes: you need have no fears - our job is to help you. All our tutors are practising artists and craftspeople.

Drawing and painting classes are accommodated in a studio on the top floor. We ask studio users to be understanding of the need for access via the studio to the print room adjacent. Our multi-purpose craft room is in the basement and the sculpture studio is on the ground floor. We have no lift. Students with mobility difficulties are advised to contact the Centre for advice on access. Some classes meet on the ground floor and have wheelchair access; they are marked with this symbol □ Priority will be given at enrolment to students who have reduced mobility. Some storage space, albeit limited, is available on the top floor for those students who are unable to carry their materials. Materials, unless stated otherwise, are not provided. Model fees are incorporated into the course fee.

For courses marked #, you will need to speak to Sharon or the course tutor to decide if the course is appropriate for you before enrolment.

Please note: arts and crafts courses are very popular and frequently oversubscribed. Students who have enrolled on term one are not automatically reserved a place for terms two and three. Please enrol early to avoid disappointment.

If you require advice about the right course for your particular needs, please ask to see a course description available on our web site: www.marywardcentre.ac.uk and in Reception. If you are still in doubt, please ring 020 7269 6042 and ask to speak to Sharon or Jackie.

Certificated Courses

Thinking about developing a career or studying art or design in further or higher education? Please ask for our special leaflet and application form for these two courses which carry nationally recognised certificates awarded by the London Open College Network (LOCN). Students are selected by interview and portfolio. We begin interviewing in May 2005. Undertake any combination of courses listed here and attend at times convenient to you. You may pay the fee by instalment.

Pre-Foundation in Art and Design

Attend 2 classes from the Arts and Crafts programme and 3 Saturdays each term, plus one Art History course. You may progress directly from the Pre-Foundation to an Access course or take a Foundation course in Art and Design.

- 1000 C # from 12 Sep

£890, Concs £90

Abigail Downer and Sharon Fuller

Access Into Art

A pathway towards a career in art and design or study at Higher or Further education. Attend 2 classes from the Arts and Crafts programme and 3 Saturdays or Sundays each term, plus one Art History course. It is possible to take this course over two years.

- 1001 **C** # from 12 Sep

£890, Concs £90

Marlene Rolfe and Sharon Fuller

Beginners' Classes

Beginners' painting and drawing

Learn the basics in a friendly and supportive atmosphere.

- 1002 Term 1 from 14 Sep
- 1003 Term 2 from 11 Jan
- 1004 Term 3 from 26 Apr

Wed 20.00-22.00

£73, Concs £18 per term 1 and 2, 12 mtgs

£63, Concs £16 for term 3, 10 mtgs

Rupert Record

- 1005 **(WA)** Term 1 from 16 Sep
- 1006 **(WA)** Term 2 from 13 Jan
- 1007 **(WA)** Term 3 from 28 Apr

Fri 10.00-13.00

£111, Concs £28 per term, 12 mtgs

Sophie Aston

Short and Long Poses

Charcoal, pastels, oils, Chinese ink. Beginners in the morning please.

- 1008 Term 1 from 12 Sep
- 1009 Term 2 from 9 Jan
- 1010 Term 3 from 24 Apr

Mon 10.00-13.00

£135, Concs £34 per term 1 and 2, 12 mtgs

£113, Concs £28 for term 3, 10 mtgs

- 1011 Term 1 from 12 Sep
- 1012 Term 2 from 9 Jan
- 1013 Term 3 from 24 Apr

Mon 14.00-16.00

£91, Concs £23 per term 1 and 2, 12 mtgs

£76, Concs £19 for term 3, 10 mtgs

Caroline Qu

Portrait

Portrait and the clothed figure. For beginners and improvers.

- 1014 Term 1 from 13 Sep
- 1015 Term 2 from 10 Jan
- 1016 Term 3 from 25 Apr

Tues 10.00-13.00

£127, Concs £32 per term 1 and 2, 12 mtgs

£107, Concs £27 for term 3, 10 mtgs

Vincent Milne

Long Poses

Several sessions on the same pose. Not suitable for complete beginners.

- 1017 Term 1 from 12 Sep
 - 1018 Term 2 from 9 Jan
 - 1019 Term 3 from 24 Apr
- Mon 17.30-19.30

- 1020 Term 1 from 12 Sep
 - 1021 Term 2 from 9 Jan
 - 1022 Term 3 from 24 Apr
- Mon 19.30-21.30

£91, Concs £23 per term 1 and 2, 12 mtgs
£76, Concs £19 for term 3, 10 mtgs
Geoff Routh

Inspired by Life

Six sessions with the life model. Then develop your drawings as you wish.

- 1023 Term 1 from 16 Sep
- 1024 Term 2 from 13 Jan
- 1025 Term 3 from 28 Apr

Fri 18.00-21.00
£117, Concs £29 per term 1 and 2, 12 mtgs
£100, Concs £25 for term 3, 10 mtgs
Sarita Agar

Illustration from the Life Model

Short and long poses for a whole day. Learn illustration techniques.

- 1026 2 Oct, 1 mtg
- 1027 22 Jan, 1 mtg
- 1028 14 May, 1 mtg

Sun 10.30-17.30
£49, Concs £12 per day
Valerie McBride

General Painting and Drawing

Drawing

Use drawing to record information, develop ideas and realise finished works.

- 1029 Term 1 from 13 Sep
- 1030 Term 2 from 10 Jan
- 1031 Term 3 from 25 Apr

Tues 14.00-16.30
£91, Concs £23 per term 1 and 2, 12 mtgs
£76, Concs £19 for term 3, 10 mtgs
Vincent Milne

- 1032 Term 1 from 14 Sep
- 1033 Term 2 from 11 Jan
- 1034 Term 3 from 26 Apr

Wed 14.00-17.00
£109, Concs £27 per term 1 and 2, 12 mtgs
£92, Concs £23 for term 3, 10 mtgs
Clive Barger

Principles of Painting and Drawing

Improve skills and develop ideas with a variety of materials and theoretically based approaches.

- 1035 Term 1 from 14 Sep
- 1036 Term 2 from 11 Jan
- 1037 Term 3 from 26 Apr

Wed 10.00-13.00

£114, Concs £29 per term 1 and 2, 12 mtgs

£96, Concs £24 for term 3, 10 mtgs

Clive Barger

Creative Watercolour: Level 1

Traditional and less traditional materials and techniques.

- 1038 from 12 Sep, 34 mtgs

Mon 10.00-13.00

Creative Watercolour: Level 2

For those with a good basic knowledge of watercolour techniques.
Develop skills on set and chosen projects.

- 1039 from 12 Sep, 34 mtgs

Mon 14.00-17.00

£332, Concs £83 per course for the year

£117, Concs £29 per term 1 and 2, 12 mtgs

£98, Concs £25 for term 3, 10 mtgs

Lucie Winterson

Visual Poetry

Explore the poetic visual language of art through creative projects.
Express yourself and develop skills in a range of mediums: drawing,
painting, collage etc.

- 1040 Term 1 from 16 Sep
- 1041 Term 2 from 13 Jan
- 1042 Term 3 from 28 Apr

Fri 10.00-13.00

£111, Concs £28 per term 1 and 2, 12 mtgs

£93, Concs £23 for term 3, 10 mtgs

Rupert Record

Inventive Painting

Creative projects which focus on inventive use of materials.

- 1043 Term 1 from 13 Sep
- 1044 Term 2 from 10 Jan
- 1045 Term 3 from 25 Apr

Tues 18.00-21.00

£108, Concs £27 per term 1 and 2, 12 mtgs

£90, Concs £23 for term 3, 10 mtgs

Matthew Draper

Collage and Painting

Work in a creative and versatile way using found objects, printed matter, papers, painting and drawing.

- 1046 from 14 Sep, 12 mtgs

Wed 14.00-17.00

£108, Concs £27 Rupert Record

- 1047 **(WA)** Term 1 from 14 Sep
- 1048 **(WA)** Term 2 from 11 Jan
- 1049 **(WA)** Term 3 from 26 Apr

Wed 17.30-19.30

£73, Concs £18 per term 1 and 2, 12 mtgs

£61, Concs £15 for term 3, 10 mtgs

Rupert Record

Abstract Painting

A practical introduction.

Term 1: techniques and ideas; Term 2: abstraction and the human figure; Term 3: abstraction and landscape.

- 1050 Term 1 from 16 Sep
- 1051 Term 2 from 13 Jan
- 1052 Term 3 from 28 Apr

Fri 14.00-17.00

£108, Concs £27 term 1, 12 mtgs

£111, Concs £28 term 2 (includes a model), 12 mtgs

£91, Concs £23 term 3, 10 mtgs

Sarita Agar

Art Exploration

Creative projects using a variety of methods, materials and concepts, developing individual skills and ideas.

- 1053 Term 1 from 15 Sep
- 1054 Term 2 from 12 Jan
- 1055 Term 3 from 27 Apr

Thur 18.00-21.00

£108, Concs £27 per term 1 and 2, 12 mtgs

£91, Concs £23 for term 3, 10 mtgs

Richard Ducker

Creative Painting and Drawing

Using individual creativity and imagination, explore ideas, techniques and materials.

- 1056 Term 1 from 15 Sep
- 1057 Term 2 from 12 Jan
- 1058 Term 3 from 27 Apr

Thur 14.00-17.00

£108, Concs £27 per term 1 and 2, 12 mtgs

£91, Concs £23 for term 3, 10 mtgs

Marlene Rolfe

Colour

Explore colour through exercises and projects using mainly acrylics. Look at artists' use of colour and visit an exhibition.

- 1059 Term 1 from 15 Sep
- 1060 Term 2 from 12 Jan
- 1061 Term 3 from 27 Apr

Thur 10.00-13.00

£117, Concs £29 per term 1 and 2, 12 mtgs

£98, Concs £25 for term 3, 10 mtgs

Marlene Rolfe

Imaginative Painting: Seeking Personal Expression

Experimentation with shape, colour and texture to develop the unique qualities everyone possesses.

- 1062 Term 1: 8, 15, 22 Oct, 12,19, 26 Nov
- 1063 Term 2: 28 Jan, 4, 11, 25 Feb and 4, 11 Mar
- 1064 Term 3: 13, 20, 27 May, 17 and 24 June + one outing to be arranged

Sat 11.00-13.30

£59, Concs £15 per course, 6 mtgs

- 1065 Term 1: 8, 15, 22 Oct, 12,19, 26 Nov
- 1066 Term 2: 28 Jan, 4, 11, 25 Feb and 4, 11 Mar
- 1067 Term 3: 13, 20, 27 May, 17 and 24 June + one outing to be arranged

Sat 14.30-17.00

£59, Concs £15 per course, 6 mtgs

Michael Horn

Landscape - Painting and Drawing

The urban landscape - Mary Ward Centre and immediate vicinity.

- 1068 from 29 Apr, 12 mtgs

Sat 10.30-13.00

£75, Concs £19 Vincent Milne

Sculpture

Some sculpture materials are provided e.g. clay, breeze-blocks, plaster. By arrangement, stone and wood may be purchased. Basic tools are provided, but some students may want to buy their own. Advice given. Please note: stone carving will be limited to small scale soft stone.

Beginners' Sculpture

Learn about materials, tools, techniques and processes.
Term 1 modelling; Term 2 casting; Term 3 carving.

- 1100 Term 1 from 16 Sep
 - 1101 Term 2 from 13 Jan
 - 1102 Term 3 from 28 Apr
- Fri 10.00-13.00

- 1103 Term 1 from 16 Sep
 - 1104 Term 2 from 13 Jan
 - 1105 Term 3 from 28 Apr
- Fri 14.00-17.00

£127, Concs £32 per term 1 and 2, 12 mtgs

£107, Concs £27 for term 3, 10 mtgs

Ben Swift

Portrait Head

Suitable for those with a particular interest in portraiture, with model.

- 1106 Term 1 from 12 Sep
- 1107 Term 2 from 9 Jan
- 1108 Term 3 from 24 Apr

Mon 18.00-21.00

£144, Concs £36 per term 1 and 2, 12 mtgs

£121, Concs £30 for term 3, 10 mtgs

Paul Badger

Inspired by Life

Work directly from the model for the first 6 weeks of each term, then pursue your own projects e.g. make a mould, a portrait head, or a carving based on earlier figure studies.

- 1109 Term 1 from 15 Sep
- 1110 Term 2 from 12 Jan
- 1111 Term 3 from 27 Apr

Thur 18.00-21.00

£136, Concs £34 per term 1 and 2, 12 mtgs

£114, Concs £29 for term 3, 10 mtgs

Paul Badger

Sculpt from the Life Model

Choose to work on a full figure, a portrait, work in terracotta, use direct plaster or other processes.

- 1112 Term 1 from 15 Sep
- 1113 Term 2 from 12 Jan
- 1114 Term 3 from 27 Apr

Thur 14.00-17.00

£142, Concs £36 per term 1 and 2, 12 mtgs

£119, Concs £30 for term 3, 10 mtgs

Paul Badger

Experimental Sculpture

Use scrap, found, traditional and alternative materials to explore sculptural methods and concepts including kinetic, interactive, performance and time-based work, as well as more traditional approaches.

- 1115 Term 1 from 14 Sep
- 1116 Term 2 from 11 Jan
- 1117 Term 3 from 26 Apr

Wed 10.00-13.00

£124, Concs £31 per term 1 and 2, 12 mtgs

£104, Concs £26 for term 3, 10 mtgs

Ben Swift

Successful Casting and Finishing

Cast in cement fondue or plaster, using waste moulds, latex rubber, or piece moulds etc. Work may be given a bronze effect or other patination. We do not cast in hot metal.

- 1118 Term 1 from 15 Sep
- 1119 Term 2 from 12 Jan
- 1120 Term 3 from 27 Apr

Thur 10.45-13.15

£107, Concs £27 per term 1 and 2, 12 mtgs

£90, Concs £23 for term 3, 10 mtgs

Paul Badger

Sculpture - Thinking and Making

Develop your own ideas; work with a range of materials, techniques and approaches, both traditional and contemporary.

- 1121 Term 1 from 14 Sep
- 1122 Term 2 from 11 Jan
- 1123 Term 3 from 26 Apr

Wed 14.00-17.00

- 1124 Term 1 from 14 Sep
 - 1125 Term 2 from 11 Jan
 - 1126 Term 3 from 26 Apr
- Wed 18.00-21.00

£127, Concs £32 per term 1 and 2, 12 mtgs
 £107, Concs £27 for term 3, 10 mtgs
 Ben Swift

Creative Process in Sculpture

A springboard for ideas and an introduction to an experimental approach to sculpture. Each term will include a gallery visit.

- 1127 Term 1 from 13 Sep
- 1128 Term 2 from 10 Jan
- 1129 Term 3 from 25 Apr

Tue 10.30-13.30

£127, Concs £32 for term 1, 12 mtgs
 £133, Concs £33 for term 2, 12 mtgs, includes model
 £107, Concs £27 for term 3, 10 mtgs
 Abigail Downer

Sculpture from Imagination and Observation - Carving

Explore a range of materials and techniques, including carving in wood and soft stone. Advice given on protective clothing.

- 1130 Term 1 from 12 Sep
- 1131 Term 2 from 9 Jan
- 1132 Term 3 from 24 Apr

Mon 14.00-17.00

£124, Concs £31 per term 1 and 2, 12 mtgs
 £104, Concs £26 for term 3, 10 mtgs
 Paul Badger

Sculpture from Imagination and Observation - Mixed Media

Explore a wide range of techniques and materials, traditional and modern.

- 1133 Term 1 from 12 Sep
- 1134 Term 2 from 9 Jan
- 1135 Term 3 from 24 Apr

Mon 10.45-13.15

£107, Concs £27 per term 1 and 2, 12 mtgs

£90 Concs £23 for term 3, 10 mtgs

Paul Badger

Impressions of the Body

Casting and other techniques.

- 1136 3 and 4 Dec, 2 mtgs

Sat and Sun 10.00-17.00

£73, Concs £18

Ben Swift

Carving Taster

Learn techniques on a breeze-block.

- 1137 21 and 22 Jan, 2 mtgs

Sat and Sun 10.00-17.00

£67, Concs £17

Ben Swift

New: Portrait Modelling

Working from life in clay.

- 1138 13 and 14 May, 2 mtgs

Sat and Sun 10.00-17.00
£73, Concs £18 per course
Ben Swift

Printmaking

Basic materials included in fee. Please note: there are no facilities for acid bath etching.

Introduction to Printmaking

A short introduction to most of the major print processes: linocuts, collographs, monoprints, drypoint and lithography.

- 1200 Term 1 from 14 Sep
- 1201 Term 2 from 11 Jan
- 1202 Term 3 from 26 Apr

Wed 18.00-21.00
£124, Concs £31 per term 1 and 2, 12 mtgs
£104, Concs £26 for term 3, 10 mtgs
Dan Wheale

Print Fusion

Develop your ideas from sketchbooks through to prints. Each term will include at least one museum or gallery visit.

- 1203 Term 1 from 15 Sep
- 1204 Term 2 from 12 Jan
- 1205 Term 3 from 27 Apr

Thur 10.00-13.00
£124, Concs £31 per term 1 and 2, 12 mtgs
£104, Concs £26 for term 3, 10 mtgs
Faye Haskins

Printmaking For All

Explore a variety of print processes and techniques. You may work on your own project if you wish.

- 1206 Term 1 from 15 Sep
- 1207 Term 2 from 12 Jan

Thur 18.00-21.00

£123, Concs £31 per term, 12 mtgs

Dan Wheale

New: From Photoshop to Screen Print: for Beginners

Create a digital image and prepare it for printing using Photoshop combined with basic screen printing techniques. Some computer experience necessary.

- 1208 Sat 25 Feb, Fri 3 and Sat 4 Mar, 3 mtgs

2 Sats 10.00-17.00 and Fri 18.30-21.30

£62, Concs £16 Dan Wheale

Textile and Fibre Arts

Courses are suitable for beginners and those with some experience. Basic materials included in fee. Fabric and other materials are available to buy at the Centre.

Introduction to Printed and Dyed Textiles

Produce unique, washable textiles. Term 1 Block Printed and Dyed. Term 2 Screen Printed. Term 3 Experimental

- 1300 Term 1 from 15 Sep
- 1301 Term 2 from 12 Jan
- 1302 Term 3 from 27 Apr

Thur 14.00-17.00

£124, Concs £31 per term 1 and 2, 12 mtgs

£104, Concs £26 for term 3, 10 mtgs

Linden Abbott

Creative Textiles

Experiment with a variety of textile materials and techniques.

Term 1 Mixed media

Block and screen printmaking, batik, stitching, ink resists, bleaching, collage.

Term 2 Felt-making

Dyeing fleece, felt-making, embellishment of surfaces

Term 3 Constructed Textiles

Crochet, hand knitting and weaving.

- 1303 Term 1 from 12 Sep
- 1304 Term 2 from 9 Jan
- 1305 Term 3 from 24 Apr

Mon 18.30-21.30

£124, Concs £31 per term 1 and 2, 12 mtgs

£104, Concs £26 for term 3, 10 mtgs

Helly Challenor

Textile Printing Taster

Explore and experiment with textile printing techniques and produce unique, washable fabrics.

- 1306 11 Feb, 1 mtg

Sat 10.00-17.00

£45, Concs £11 Linden Abbott

- 1307 17 and 24 Jun, 2 mtgs

Sat 10.00-17.00

£70, Concs £18 Linden Abbott

Batik and Tie Dye

Designs on fabric using wax, string ties and cold water dyes.

- 1308 Sat 8 and 15 Oct, 2 mtgs
- 1309 Sat 28 Jan and 4 Feb, 2 mtgs
- 1310 Sat and Sun 13 and 14 May, 2 mtgs

10.30-16.30

£70, Concs £18 per course

Linden Abbott

Felt Making

The basic skills of felt making. Produce a set of colourful samples to take away.

Taster Day

- 1311 22 Oct, 1 mtg
- Sat 10.00-17.00
£49, Concs £12 Helly Challenor

Taster Weekend

- 1312 21 and 22 Jan, 2 mtgs
- Sat and Sun 10.00-17.00
£81, Concs £20 Helly Challenor

New: Advanced Course: for those with more experience

- 1313 4, 11 and 18 Mar, 3 mtgs
- Sat 10.00-17.00
£89, Concs £22 Helly Challenor

Creative Stitched Textiles

From your own designs and coloured fabrics, create exciting embroidered work using a variety of stitch techniques.

- 1314 Term 1 from 13 Sep
- 1315 Term 2 from 10 Jan
- 1316 Term 3 from 25 Apr

Tues 13.30-16.30

£124, Concs £31 per term, 12 mtgs

Christine Rollitt

New: Colourful Cloths: Paint, Print and Manipulate Fabric

We focus on techniques of colouring fabric with acrylics and silk paint, and manipulating the fabric in a variety of ways. You may then embellish your cloth with stitches.

- 1317 6 May, 1 mtg

Sat 10.00-17.00

£42, Concs £11

Christine Rollitt

New: Scrumptious Stitch

Progress from running-stitch to more complex stitches. Create rich and exciting textured surfaces which can be made up into a small bag or purse.

- 1318 3 Jun, 1 mtg

Sat 10.00-17.00

£42, Concs £11

Christine Rollitt

Papermaking

Fees include materials.

Introduction

Learn basic techniques and create a variety of attractive hand-made papers.

- 1319 12 and 19 Nov, 2 mtgs

Sat 10.30-16.30

Decorative Papermaking

Make exciting decorative hand-made papers using basic techniques, dyeing and Japanese marbling.

- 1320 25 and 26 Mar, 2 mtgs
Sat and Sun 10.30-16.30

Creative Papermaking

Create exciting papers from plant material with the opportunity to stencil and create hand-made cards and envelopes.

- 1321 17 and 24 June, 2 mtgs
Sat 10.30-16.30

£59, Concs £15 per course
Alison Coe

New: Colour, Shape, Pattern

Create original decorative designs on paper using colour, shape, pattern and a variety of techniques. Applicable for fashion, textiles, fine art, home furnishings, packaging and craft.

- 1322 Sun 2 Oct 10.00-17.00, 1 mtg
- 1323 Sat 8 Oct 10.00-17.00, 1 mtg
- 1324 Sat 15 Oct 10.00-17.00, 1 mtg

£45, Concs £11 per day
Sheila Cosgrove

Fashion

New: A Flair for Fashion

An introduction to the basics of fashion design using a variety of media, e.g. drawing, collage, photocopy, etc. Materials included.

- 1325 19 and 26 Nov, 2 mtgs

Sat 10.00-17.00

£62, Concs £16

Anna-Nicole Ziesche

Introduction to Creative Fashion Design

Use the resources of London's streets, markets, museums and yourself as a starting point to develop a concept for a fashion collection. Learn how to translate your ideas onto paper.

- 1326 from 16 Sep, 12 mtgs

Fri 14.00-17.00

£111, Concs £28

Anna-Nicole Ziesche

Designing a Fashion Collection

Explore past and present fashion design and develop your own concept for an exciting fashion collection culminating in an end-of-term show. Using a life model on a regular basis will pep up your drawing skills.

- 1327 from 13 Jan, 10 mtgs

Fri 14.00-17.00

£94, Concs £24

Anna-Nicole Ziesche

Graphics

Illustration

A practical introduction to a variety of techniques, materials and methods used for illustration. This is not a computer-based course.

- 1400 Term 1 from 13 Sep
- 1401 Term 2 from 10 Jan
- 1402 Term 3 from 25 Apr

Tues 18.00-21.00

£108, Concs £27 per term 1 and 2, 12 mtgs

£91, Concs £23 for term 3, 10 mtgs

Valerie McBride

A Book of Your Own

Express your ideas in an imaginative way, using a wide range of media and techniques.

- 1403 Term 1 from 13 Sep
- 1404 Term 2 from 10 Jan
- 1405 Term 3 from 25 Apr

Tues 14.00-17.00

£108, Concs £27 per term 1 and 2, 12 mtgs

£91, Concs £23 for term 3, 10 mtgs

Valerie McBride

Calligraphy

Calligraphy Workshop

A practical and theoretical introduction to Western calligraphic tradition. Letterforms, layout and design.

- 1406 Term 1 from 13 Sep
- 1407 Term 2 from 10 Jan
- 1408 Term 3 from 25 Apr

Tues 10.00-13.00

£108, Concs £27 per term, 12 mtgs

Christopher Austin

Café Exhibitions

We hold regular exhibitions of work by professional artists as well as students. Work is selected by the Exhibition Committee which includes two student members. If you would like more information please contact Jackie Wamaitha on 020 7269 6042.

Woodwork

Small projects in wood. We are unable to store large pieces. Students can order wood via our departmental technician.

Woodwork for Beginners

Learn the basic skills and the use of tools on a personal project.

- 1500 Term 1 from 12 Sep
- 1501 Term 2 from 9 Jan
- 1502 Term 3 from 24 Apr

Mon 18.00-20.00

£82, Concs £21 per term 1 and 2, 12 mtgs

£68, Concs £17 for term 3, 10 mtgs

Shaun Turner

Woodwork: Level 2

A project-based course which covers hand veneering and inlay, French Polishing and routing. Not suitable for beginners

- 1503 Term 1 from 12 Sep
- 1504 Term 2 from 9 Jan
- 1505 Term 3 from 24 Apr

Mon 20.00-22.00

£82, Concs £21 per term 1 and 2, 12 mtgs

£68, Concs £17 for term 3, 10 mtgs

Shaun Turner

Woodwork for All

Acquire basic skills and techniques and embark on a personal project.

- 1506 Term 1 from 12 Sep
 - 1507 Term 2 from 9 Jan
 - 1508 Term 3 from 24 Apr
- Mon 10.00-12.30

- 1509 Term 1 from 12 Sep
 - 1510 Term 2 from 9 Jan
 - 1511 Term 3 from 24 Apr
- Mon 13.30-16.00

£107, Concs £27 per term 1 and 2, 12 mtgs,
£90, Concs £23 for term 3, 10 mtgs
Gerry Brennan

Framemaking

Learn different picture framing techniques: mount and glass cutting, decorative finishes.

- 1512 Term 1 from 13 Sep
 - 1513 Term 2 from 10 Jan
 - 1514 Term 3 from 25 Apr
- Tues 18.00-20.00

- 1515 Term 1 from 13 Sep
 - 1516 Term 2 from 10 Jan
 - 1517 Term 3 from 25 Apr
- Tues 20.00-22.00

£82, Concs £21 per term 1 and 2, 12 mtgs
£68, Concs £17 for term 3, 10 mtgs
Shaun Turner

Jewellery

Learn basic skills for making individually designed pieces, mainly in metals and semi-precious stones.

- 1520 Term 1 from 14 Sep
 - 1521 Term 2 from 11 Jan
 - 1522 Term 3 from 26 Apr
- Wed 18.00-20.00

- 1523 Term 1 from 14 Sep
 - 1524 Term 2 from 11 Jan
 - 1525 Term 3 from 26 Apr
- Wed 20.00-22.00

£83, Concs £21 per term 1 and 2, 12 mtgs
£69, Concs £17, for term 3, 10 mtgs

- 1526 Term 1 from 14 Sep
 - 1527 Term 2 from 11 Jan
 - 1528 Term 3 from 26 Apr
- Wed 13.00-16.00

£124, Concs £31 per term 1 and 2, 12 mtgs
£104, Concs £26, for term 3, 10 mtgs
Kelvin Birk

Jewellery Short Courses

An introduction to making jewellery through simple projects. Ideal for beginners but more experienced students are welcome

Make a Ring in a Day

- 1529 24 Sep, 1 mtg
- Sat 10.00-17.00
£49, Concs £12 Kelvin Birk

Jewellery Taster

- 1530 28 Jan and 4 Feb, 2 mtgs
- Sat 10.00-17.00
£74, Concs £19 Kelvin Birk

Advanced short course

Suitable for those with some experience

- 1531 13, 20, 27 May, 3 mtgs

Sat 10.00-17.00

£82, Concs £21 Kelvin Birk

Centre Art Club

The Club meets occasionally throughout the year for tutored classes, exhibitions, criticisms, and residential painting holidays. Please contact Jackie on 020 7269 6042 for details.

Stained Glass

Techniques and Projects

Appliqué, copper foiling and leading. Leaded panels, windows and 3-dimensional objects.

- 1532 Term 1 from 22 Sep
- 1533 Term 2 from 12 Jan
- 1534 Term 3 from 27 Apr

Thur 18.00-21.00

£117, Conc £29, for term 1, 11 mtgs

£127, Concs £32 for term 2, 12 mtgs

£107, Concs £27 for term 3, 10 mtgs

Anna Sklovsky

Stained Glass and Mosaic

The basics: copper foiling, leading, mosaic assembly.

- 1535 Term 1 from 22 Sep
- 1536 Term 2 from 12 Jan
- 1537 Term 3 from 27 Apr

Thur 11.00-14.00

- 1538 Term 1 from 22 Sep
 - 1539 Term 2 from 12 Jan
 - 1540 Term 3 from 27 Apr
- Thur 14.30-17.30

£117, Conc £29, for term 1, 11 mtgs
£127, Concs £32 for term 2, 12 mtgs
£107, Concs £27 for term 3, 10 mtgs
Anna Sklovsky

Mosaic Taster Courses

Use found and bought materials - crockery, tiles and coloured glass, to make a small mosaic.

- 1541 4 and 5 Nov, 2 mtgs
- 1542 13 and 14 Jan, 2 mtgs
- 1543 31 Mar and 1 Apr, 2 mtgs

Fri 18.00-22.00 and Sat 10.00-17.00
£59, Concs £15 per course Anna Sklovsky

Video and Photography

Introduction to Digital Video

Learn basic digital video camera and editing skills via a short group project. The software we will introduce you to is Premiere. No camera needed. Ideal for beginners.

- 1600 8, 15, 22 Oct and 12, 19, 26 Nov, 6 mtgs

Sat 13.30-17.30
£82, Concs £21
Fay Hoolahan

Make a Creative Video

Explore the creative potential of the digital video camera working in small production groups. Edit and manipulate footage using Premiere software. Suitable for beginners and those with more experience.

- 1601 from 6 May, 4 mtgs

Sat 10.30-17.30

£82, Concs £21

Fay Hoolahan

Making the Most of Your SLR

Discover the potential of your SLR camera through discussion and exciting projects. Suitable for beginners and those with some experience.

- 1602 2 Oct, 6 Nov, 4 Dec, 22 Jan, 26 Feb, 26 Mar, 14 May, 11 Jun, 16 July + one visit , date to be confirmed.

Sun 10.30-17.30, 10 mtgs

£175, Concs £44 Dzenana Hozic

History of Art

Introducing Art History

Discussions of works from a variety of periods and cultures. Learn to recognise styles and understand how works of art are shaped by contexts as well as artists.

- 1700 from 14 Sep, 12 mtgs
Parthenon to Picasso: an Art Historical Survey
- 1701 from 11 Jan, 12 mtgs
Modern Art: 1900 to present day.

- 1702 from 26 Apr, 12 mtgs

Art and Culture

Wed 13.00-15.00

£69, Concs £17 per course Paul Fox

Talk about Art

Look at works and discuss ideas around a focused topic. There will be a visit to a gallery or exhibition each term. No previous knowledge needed.

- 1703 from 13 Sep, 12 mtgs

Art in Focus: Understanding Art

- 1704 from 10 Jan, 12 mtgs

Art and Culture: People, Place and Time

- 1705 from 25 Apr, 12 mtgs

Art and Landscape: The relationship between artist and landscape.

Tues 10.30-12.30

£69, Concs £17 per course Elliot Howard

The Art Trail: London Galleries and Museums

Look at art in a variety of locations around London. Each term begins at the Centre. N.B. Course fees do not include occasional entry charges.

- 1706 from 15 Sep, 12 mtgs

World Art in London

- 1707 from 12 Jan, 12 mtgs

Exploring London's Art Galleries

- 1708 from 27 Apr, 12 mtgs

London's Public Art and Spaces

Thur 13.00-15.00

£69, Concs £17 per term Paul Fox

Demystifying Modern Art

Lively discussions about the developments of 20th century art, the changes that occurred and why.

- 1709 from 25 Apr, 12 mtgs

Tues 18.00-20.00

£69, Concs £17 Elliot Howard

Art of Our Time

Short thematic courses that explore influences, ideas and issues surrounding contemporary art. No previous knowledge needed.

Art Now - ways in which artists are now expressing themselves and the development of some contemporary art movements.

- 1710 8, 15 and 22 Oct, 3 mtgs

The Art of Time - an introduction to 'time-based' contemporary artists using photography, film and video to create virtual reality.

- 1711 12, 19 and 26 Nov, 3 mtgs

Culture Shock - contemporary art has a reputation for challenging accepted notions and values. We will explore how society influences and shapes its artists, and how and why artists continue to attempt to disrupt this.

- 1712 28 Jan and 4, 11 Feb, 3 mtgs

Art in the 21st Century - looking at artists working today, we will explore the possibilities for new directions.

- 1713 25 Feb and 4, 11 Mar, 3 mtgs

Sat 10.00-13.00

£57, Concs £14 per course Elliot Howard

Computing

Head of Department:

Clive Allum

Departmental Administrator:

Chris Bauer

Phone: 020 7269 6052

Email: computing@marywardcentre.ac.uk

Fax: 020 7269 6001

“Personal tuition in a classroom setting”

We aim to teach adults to use a computer for personal, educational or vocational purposes

- by making learning at **all levels**, from beginner to advanced, accessible to students on all income levels at a reasonable cost
- by offering some courses **free** to students with concessionary status at beginners and introductory level
- by ensuring students receive **personal** classroom tuition from our expert tutors who have considerable educational and commercial teaching experience
- by offering an almost complete range of the software used on the PC, especially the full Microsoft Office suite, plus popular and commercial web design, desktop publishing and programming software
- by teaching in small groups with **good facilities**; each student learns at one of just ten PC computers with high-resolution screens and very fast colour laser printers in air-conditioned computer suites
- by having each computer networked with a high-speed connection to the **Internet**
- by emphasis on “**hands-on**” **learning**, and by the use of overhead computer-linked projectors with Interactive Whiteboards for clear and effective demonstrations to show you how
- by offering **certificated and uncertificated courses** that will allow students to advance to the level at which they feel comfortable
- by running free **open access** computing sessions for all computing students with a tutor available for guided practise

- by offering clear **progression** routes to students up to the level of certificated “A-level” equivalent courses.

To enrol on a computer course, find out about current vacancies or get advice on which course would suit you, you will need to contact the Computer Department. Please use the contact details above.

Detailed descriptions of all courses are available on the website: www.marywardcentre.ac.uk or at Reception. Updates on these and any new courses are in the Department’s prospectus, available from the Department or from Reception. Fees are inclusive of detailed course handbooks, media and materials.

Waiting lists for courses: please make sure that you enrol on the next available course or put your name down on the waiting lists as new courses are constantly scheduled on demand.

Course Structure and Progression Routes

Students with some computing knowledge will be able to find the level of course they require by looking up the course descriptions on our website and the progression routes below. Otherwise you are welcome to contact the Computer Department for advice.

Complete beginners to computing need to take a ‘Beginners’ Computing’ course which offers a taste of several computer programs plus internet and email. Students may then progress to the short Windows course then to the short, modular courses or CLAIT Level 1 course.

Please note that it is necessary for all newcomers to the Windows operating system to take the Introduction to **Windows** course.

The cycle of the short, modular courses is repeated approximately every three weeks enabling students to **practise** between levels. See Free Open Access sessions below.

Short, modular Mary Ward courses progression route levels:

Beginners

- Beginners' Computing

Leading to :

- Windows

Leading to:

- Multimedia
- Internet

Introductory

- Word
- Excel
- Access
- Powerpoint

Leading to:

- Project
- Outlook

- Photoshop
- Introduction Web Publishing Using Frontpage
- Then Dreamweaver
- Then Flash
- Introduction Dtp With Publisher
- Then Quarkxpress
- or Indesign

Intermediate

- Word
- Excel
- Access
- Powerpoint
- Project

Leading to:

- Visual Basic In Excel Programming

- Photoshop

Leading to:

- Reason

- Frontpage

- Dreamweaver

- Flash

- Publisher

- Quarkxpress

Advanced

- Word

- Excel

- Access

- Visual Basic Programming

- Website Workshop

Certificated courses progression route: OCR CLAIT and ECDL

(OCR CLAIT = Oxford, Cambridge and Royal Society of Arts Computer Literacy and Information Technology)

(ECDL = European Computer Driving Licence)

Stop Press: Major changes to all CLAIT courses from September. see our website for major changes to all CLAIT courses

Step 1

OCR NEW CLAIT - Level I for beginners

6 weeks - 2 days per week

72 hrs 10.00-17.00 hrs

Leading to: Step 2a or 2b

Step 2 a

ECDL - European Computer Driving Licence Level 1\2 Certificate

12 week term - 2 days per week

10.00-17.00 hrs Continuous enrolment.

Leading to Step 2b

Step 2b

OCR CLAIT Plus - Level II

11 weeks - 2 days per week

132 hrs 10.00-17.00 hrs

Leading to Step 3

Step 3

OCR CLAIT Advanced - Level III

A Level equivalent

18 weeks - 2 days per week

216 hrs 10.00-17.00 hrs

Apply for next year.

Computing Tutors

Christine Benvenuto, Nick Hunt, Maureen O'Shea, Mima Richardson, Sonia Spencer, Elsa Temnewo.

Fees

There are three fee levels for all courses:

The Standard fee, the Concessionary fee and a Business fee (payable by those students whose fees are being paid for by an employer or other agency, whether by cash, credit card or invoice). E.g. for a one-day course - Fee: £53, Concs: £0 or £13, Business: £80.

Please inform us if your employer or another agency is paying. As an educational charity our goal is to provide access to quality education and training for all. Our courses are highly subsidised and the three fee levels enable us to target a greater degree of subsidy to those who need it most.

Enrolling and Waiting Lists

Please put your name on the waiting list of a course you wish to do if it is full. But to make sure of a place enrol on the same course on a future date. You will be called as a matter of priority if a vacancy arises earlier. Please note that courses may be cancelled and new courses set up at short notice.

Student Purchase Scheme

Centre students may purchase Microsoft Windows, Office, Macromedia and Adobe software taught at a fraction of the normal purchase price direct from our suppliers. Ask your tutor or see the publicity in the computer rooms.

Free Open Access drop-in practise sessions for computing students

Students may attend these sessions, where there is a tutor available to assist, on a first-come-first-served basis, on Tuesday and Thursday evenings, or book a place on a Saturday all/part day session.

Certificated Courses (Oxford, Cambridge RSA (OCR) and the ECDL)

We have a strong track record of teaching students to achieve qualifications especially at all three CLAIT levels. Courses include tuition, practice, examination preparation the examinations and the qualification on successful completion.

OCR CLAIT (Computer Literacy and Information Technology) Level 1

Basic use of a computer; Word Processing using Word; Spreadsheet using Excel; Database using Access; Electronic Communications using Outlook for e-mail and Internet Explorer for web browsing.

6 weeks (2 days per week) 72 hours

- 5000 # C 14 Sep/21 Oct
- 5001 # C 02 Nov/09 Dec
- 5002 # C 11 Jan/17 Feb
- 5003 # C 22 Feb/31 Mar
- 5004 # C 26 Apr/02 Jun
- 5005 # C 07 Jun/14 Jul

Wed/Fri 10.00-17.00

Fee: £203 Concs: £29 Business: £305

OCR CLAIT Plus Level 2

Covers most of the programs used in CLAIT Level 1 (Word processing, Spreadsheets and Database) at a higher level and adds Presentation Graphics (using PowerPoint). The course is longer and students will need to do some additional study and work so may need access to their own computer.

11 week (2 days per week) 132 hours

- 5100 # C 20 Sep/08 Dec
- 5101 # C 17 Jan/30 Mar
- 5102 # C 02 May/13 Jul

Tues and Thur 10.00-17.00

Fee: £364 Concs: £45 Business: £546

OCR CLAIT Advanced Level 3 (A Level equivalent)

This course is programmed to run biannually. It is proposed to make it part of next year's 2006/2007 programme. Students need to contact the Computer Department to book a place.

An opportunity to take studies in Information Technology on to further or higher education. The four modules are: Understanding IT, Creating IT Solutions for others, Managing IT Resources and Document Production. Some of the course is individual project based and students

will need to do some additional study and work. You must have the CLAIT PLUS Level 2 certificate or equivalent knowledge.

ECDL - European Computer Driving Licence Certificate

This is the British Computer Society (BCS) industry-recognised qualification. The course consists of eight examined modules leads to the full qualification. These are: Concepts of Information Technology, Using the Computer and Managing Files, Information and Communication, Word Processing, Spreadsheets, Database, Presentation and Using IT.

12 week (2 days per week) 144 hours

- 6000 # C 13-Sep 08-Dec
- 6001 # C 10-Jan 30-Mar
- 6002 # C 25-Apr 13-Jul

Tues and Thur 10.00-17.00

Fee: £395 Concs: £90 Business: £605

Short Modular Courses

Starter Courses

Beginners' Computing

For students with little or no previous experience. Introduces basic features of Windows, the most frequently used software, internet and e-mail. Students may progress to Introduction to Windows and the short, modular courses that follow or a qualification course - CLAIT Level 1.

Two day course (12 hour)

- 3500 13-Sep/15-Sep Tues/Thu
- 3501 21-Nov/28-Nov Mon/Mon
- 3502 10-Jan/12-Jan Tues/Thu
- 3503 13-Mar/20-Mar Mon/Mon
- 3504 25-Apr/27-Apr Tues/Thu
- 3505 26-Jun/03-Jul Mon/Mon

10.00-17.00

Fee: £107, Concs: £0, Business: £161

6 week, (18 hour) 6-day courses

- 3520 12-Sep/17-Oct
- 3521 31-Oct/05-Dec
- 3522 09-Jan/13-Feb
- 3523 20-Feb/27-Mar
- 3525 05-Jun/10-Jul

Mon 10.00-13.00

Fee: £160, Concs: £0, Business: £240

4 week, (12 hr) 4 day course

- 3524 24 Apr/22 May

Mon 10.00-13.00

Fee: £107 Concs: £0 Business: £161)

Introduction to Windows

An essential course for newcomers to Windows to ensure control when using the computer. Includes file management.

1 day (6 hour) courses

- 2000A 12-Sep
- 2001A 31-Oct
- 2002A 09-Jan
- 2003A 20-Feb
- 2004A 24-Apr
- 2005A 05-Jun

Mon 10.00-17.00

Fee: £53, Concs: £0, Business: £80

2 session, (6-hour) evening courses

- 2050A 19-Sep/21-Sep
- 2051A 16-Jan/18-Jan
- 2052A 24-Apr/26-Apr

Mon/Wed 18.00-21.00

Fee: £53, Concs: £0, Business: £80

Internet Introduction

Browsing the World Wide Web and Internet E-mail, searching for, downloading and saving information, organising favorites, specialist software, security. Introduction to FrontPage for Web Publishing is a good follow-on course.

1 day (6 hour) courses

- 7000 26-Sep
- 7001 14-Nov
- 7002 23-Jan
- 7003 06-Mar
- 7004 15-May
- 7005 19-Jun

Mon 10.00-17.00

Fee: £53, Concs: £0, Business: £80

Multimedia Introduction

Follows the Windows and Internet courses to provide introductions to image and photo editing; scanners and digital cameras, downloading video and pictures.

1 day (6 hour) courses

- 2000W 12-Sep Mon
- 2001W 29-Sep Thur
- 2002W 31-Oct Mon
- 2003W 09-Jan Mon
- 2004W 26-Jan Thur
- 2005W 20-Feb Mon
- 2006W 24-Apr Mon
- 2007W 11-May Thur
- 2008W 05-Jun Mon

10.00-17.00

Fee: £53, Concs: £0, Business: £80

Microsoft Access Modules

Introduction to Access

All the principal features of the Access database program, including Tables, Select Queries, Forms and Reports. A sound basic knowledge for vocational students although students are recommended to take the follow-on intermediate course also.

1 day (6 hour) courses

- 2000D 15-Sep
- 2001D 06-Oct
- 2002D 03-Nov
- 2003D 24-Nov
- 2004D 12-Jan
- 2005D 02-Feb
- 2006D 23-Feb
- 2007D 16-Mar
- 2008D 27-Apr
- 2009D 18-May
- 2010D 08-Jun
- 2011D 29-Jun

Thur 10.00-17.00

Fee: £53, Concs: £0, Business: £80

2 session, (6-hour) evening courses

- 2050D 10-Oct/12-Oct
- 2051D 06-Feb/08-Feb
- 2052D 22-May/24-May

Mon and Wed 18.00-21.00

Fee: £53, Concs: £0, Business: £80

Intermediate Access

Includes Relational Tables, Querying multiple Tables, Forms with multiple Tables, Introduction to Macros, Importing data and Report Design.

1 day (6 hour) courses

- 2100D 22-Sep
- 2101D 13-Oct
- 2102D 10-Nov
- 2103D 01-Dec
- 2104D 19-Jan
- 2105D 09-Feb
- 2106D 02-Mar
- 2107D 23-Mar
- 2108D 04-May
- 2109D 25-May
- 2110D 15-Jun
- 2111D 06-Jul

Thur 10.00-17.00

Fee: £53, Concs: £13, Business: £80

2 session, (6-hour) evening courses

- 2150D 21-Nov/23-Nov
- 2151D 13-Mar/15-Mar
- 2152D 26-Jun/28-Jun

Mon and Wed 18.00-21.00

Fee: £53, Concs: £0, Business: £80

Advanced Access

Includes crosstab and parameter queries, building expressions, action queries, and macros. Basic requirements of system design. For students who have taken the Intermediate level course or have a working knowledge of the areas covered by it.

1 day (6 hour) courses

- 2200D 20-Oct
- 2201D 08-Dec
- 2202D 16-Feb
- 2203D 30-Mar
- 2204D 01-Jun
- 2205D 13-Jul

Thur 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Microsoft Excel Modules

Introduction to Excel

Basic features of Excel for spreadsheets. Includes worksheets and workbooks, introduction to formula, formatting, printing and charts.

1 day (6 hour) courses

- 2000C 14-Sep
- 2001C 05-Oct
- 2002C 02-Nov
- 2003C 23-Nov
- 2004C 11-Jan
- 2005C 01-Feb
- 2006C 22-Feb
- 2007C 15-Mar
- 2008C 26-Apr
- 2009C 17-May
- 2010C 07-Jun
- 2011C 28-Jun

Wed 10.00-17.00

Fee: £53 Concs: £0 Business: £80

2 session, (6-hour) evening courses

- 2050C 03-Oct/05-Oct
- 2051C 30-Jan/01-Feb
- 2052C 15-May/17-May

Mon and Wed 18.00-21.00

Fee: £53, Concs: £0, Business: £80

Intermediate Excel

Introduces functions and formulae, data lists, macros, more complex formatting, program options and advanced printing.

1 day (6 hour) courses

- 2100C 21-Sep
- 2101C 12-Oct
- 2102C 09-Nov

- 2103C 30-Nov
- 2104C 18-Jan
- 2105C 08-Feb
- 2106C 01-Mar
- 2107C 22-Mar
- 2108C 03-May
- 2109C 24-May
- 2110C 14-Jun
- 2111C 05-Jul

Wed 10.00-17.00

Fee: £53, Concs: £13, Business: £80

2 session, (6-hour) evening courses

- 2150C 14-Nov/16-Nov
- 2151C 06-Mar/08-Mar
- 2152C 19-Jun/21-Jun

Mon and Wed 18.00-21.00

Fee: £53, Concs: £13, Business: £80

Advanced Excel

For students who are familiar with the topics covered by our Intermediate courses. Goalseek and what-if analysis, data tables, pivot tables and advanced charts.

1 day (6 hour) courses

- 2200C 19-Oct
- 2201C 07-Dec
- 2202C 15-Feb
- 2203C 29-Mar
- 2204C 31-May
- 2205C 12-Jul

Wed 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Visual Basic Excel Programming

Use of Visual Basic within Excel to automate and customise. Ideal for students who have completed an Intermediate Excel course or who already have a sound working knowledge of Excel. (See also Visual Basic Programming below).

1 day (6 hour) courses

- 2300C 05-Dec
- 2301C 27-Mar
- 2302C 10-Jul

Mon 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Microsoft PowerPoint Modules

Introduction to PowerPoint

The industry standard Presentation Graphics program for presentations and slides. Includes an introduction to the features required to produce shows, notes and audience handouts.

1 day (6 hour) courses

- 2000E 16-Sep
- 2001E 07-Oct
- 2002E 04-Nov
- 2003E 13-Jan
- 2004E 03-Feb
- 2005E 24-Feb
- 2006E 28-Apr
- 2007E 19-May
- 2008E 09-Jun

Fri 10.00-17.00

Fee: £53, Concs: £0, Business: £80

Intermediate PowerPoint

For greater control and creativity of presentations, especially to produce the individualised output required by organisations. Includes slide

masters, templates, transitions, animation, organisation chart, movies and sounds.

1 day (6 hour) courses

- 2100E 25-Nov
- 2101E 17-Mar
- 2102E 30-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Microsoft Word Modules

Introduction to Word

The principal features for word processing basic letter and document production.

1 day (6 hour) courses

- 2000B 13-Sep
- 2001B 04-Oct
- 2002B 01-Nov
- 2003B 22-Nov
- 2004B 10-Jan
- 2005B 31-Jan
- 2006B 21-Feb
- 2007B 14-Mar
- 2008B 25-Apr
- 2009B 16-May
- 2010B 06-Jun
- 2011B 27-Jun

Tues 10.00-17.00

Fee: £53, Concs: £0, Business: £80

2 session, (6-hour) evening courses

- 2050B 26-Sep/28-Sep
- 2051B 23-Jan/25-Jan
- 2052B 08-May/10-May

Mon and Wed 18.00-21.00

Fee: £53, Concs: £0, Business: £80

Intermediate Word

Includes mail merging letters and labels, macros, tables, columns and graphics.

1 day (6 hour) courses

- 2100B 20-Sep
- 2101B 11-Oct
- 2102B 08-Nov
- 2103B 29-Nov
- 2104B 17-Jan
- 2105B 07-Feb
- 2106B 28-Feb
- 2107B 21-Mar
- 2108B 02-May
- 2109B 23-May
- 2110B 13-Jun
- 2111B 04-Jul

Tues 10.00-17.00

Fee: £53, Concs: £13, Business: £80

2 session, (6-hour) evening courses

- 2150B 07-Nov/09-Nov
- 2151B 27-Feb/01-Mar
- 2152B 12-Jun/14-Jun

Mon and Wed 18.00-21.00

Fee: £53, Concs: £13, Business: £80

Advanced Word

For students who are familiar with the areas covered by our Intermediate courses. Templates, styles, outlining, autoformat, and form design.

1 day (6 hour) courses

- 2200B 18-Oct
- 2201B 06-Dec
- 2202B 14-Feb
- 2203B 28-Mar

- 2204B 30-May
 - 2205B 11-Jul
- Tues 10.00-17.00
Fee: £53, Concs: £13, Business: £80

Desktop Publishing

Publisher Modules

Introduction to Publisher

An easy to learn and versatile DeskTop Publishing program for producing newsletters, flyers or magazines. It gives quick professional results.

1 day (6 hour) courses

- 2000M 19-Sep
- 2001M 17-Oct
- 2002M 07-Nov
- 2003M 16-Jan
- 2004M 13-Feb
- 2005M 27-Feb
- 2006M 08-May
- 2007M 22-May
- 2008M 12-Jun

Mon 10.00-17.00

Fee: £53, Concs: £0, Business: £80

Intermediate Publisher

Includes background, layout guides, connecting frames, design gallery, text styles and digital photos.

1 day (6 hour) course

- 2100M 05-Dec
- 2101M 27-Mar
- 2102M 10-Jul

Mon 10.00-17.00

Fee: £53, Concs: £13, Business: £80

QuarkXPress Modules

Introduction to QuarkXPress

Use the premier DTP program in order to layout professional quality documents including text and graphics.

1 day (6 hour) course

- 2000Q 23-Sep
- 2001Q 21-Oct
- 2002Q 18-Nov
- 2003Q 20-Jan
- 2004Q 17-Feb
- 2005Q 10-Mar
- 2006Q 05-May
- 2007Q 02-Jun
- 2008Q 23-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Intermediate QuarkXPress

Explores in greater depth and looks at the more advanced features of the program. For students who already have the Introductory knowledge.

1 day (6 hour) course

- 2100Q 09-Dec
- 2101Q 31-Mar
- 2102Q 14-Jul

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

InDesign Modules

Introduction to InDesign

A course that includes the basic features of this increasingly popular DTP program.

1 day (6 hour) course

- 2000R 14-Oct
- 2001R 10-Feb
- 2002R 26-May

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Web Design Courses

See also Internet course in Starter section

Microsoft FrontPage Modules

Introduction to FrontPage

An uncomplicated introduction to web publishing. Includes creating a new web, graphics, hyperlinks, formatting and feedback forms.

1 day (6 hour) courses

- 2000F 19-Sep Mon
- 2001F 05-Oct.Wed
- 2002F 07-Nov Mon
- 2003F 23-Nov Wed
- 2004F 16-Jan Mon
- 2005F 01-Feb.Wed
- 2006F 27-Feb Mon
- 2007F 15-Mar.Wed
- 2008F 22-May Mon
- 2009F 12-Jun Mon
- 2010F 28-Jun Wed

10.00-17.00

Fee: £53, Concs: £0, Business: £80

Intermediate FrontPage

Building on the Introductory course, this covers enhanced website design. Includes themes, navigation bars, components, transitions, shared borders and some DHTML.

1 day (6 hour) courses

- 2100F 10-Oct
- 2101F 28-Nov
- 2102F 06-Feb
- 2103F 20-Mar
- 2104F 03-Jul

Mon 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Dreamweaver Modules

Introduction to Dreamweaver

Basic features of web publishing: creating pages, linking pages, text and images.

1 day (6 hour) courses

- 2000H 23-Sep
- 2001H 07-Oct
- 2002H 11-Nov
- 2003H 25-Nov
- 2004H 20-Jan
- 2005H 03-Feb
- 2006H 03-Mar
- 2007H 17-Mar
- 2008H 05-May
- 2009H 19-May
- 2010H 16-Jun
- 2011H 30-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Intermediate Dreamweaver

Table layout, frames, buttons, bulleted lists, interactive images and web photo album. For students who can already use the basic features of Dreamweaver.

1 day (6 hour) courses

- 2100H 14-Oct
- 2101H 02-Dec
- 2102H 10-Feb
- 2103H 24-Mar
- 2104H 26-May
- 2105H 07-Jul

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Flash Modules

Introduction to Flash

Follows on from Dreamweaver and FrontPage. Work with the basic features, creating objects and animations for the web.

1 day (6 hour) course

- 2000K 27-Sep
- 2001K 15-Nov
- 2002K 24-Jan
- 2003K 07-Mar
- 2004K 09-May
- 2005K 20-Jun

Tues 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Intermediate Flash

Builds on the areas covered by the Introductory course.

1 day (6 hour) course

- 2100K 17-Nov
- 2101K 09-Mar

- 2102K 22-Jun
Thurs 10.00-17.00
Fee: £53, Concs: £13, Business: £80

New: Website Workshop

For students who have taken Dreamweaver, Flash and Photoshop courses and want to “put it all together”. Bring your own website ideas to build and share.

1 day (6 hour) course

- 2000Y 09-Dec
- 2001Y 31-Mar
- 2002Y 14-Jul

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

New: Artist's Website

Primarily for Art students who wish to build their own websites to promote their work using an uncomplicated method.

1 day (6 hour) course

- 2000Z 16-Nov
- 2001Z 21-Jun

Wed 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Other Applications

Introduction to Outlook

The “Personal Information Manager” with e-mail connectivity to other users on a network. Includes e-mail, contacts, journal and calendar use in Group Mode.

1 day (6 hour) courses

- 2000L 21-Oct
- 2001L 17-Feb
- 2002L 02-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Photoshop Modules

Introduction to Photoshop

The basic features for image editing. Includes image areas and modes, layers and effects, blending and filters.

1 day (6 hour) courses

- 2000G 16-Sep
- 2001G 30-Sep
- 2002G 04-Nov
- 2003G 18-Nov
- 2004G 13-Jan
- 2005G 27-Jan
- 2006G 24-Feb
- 2007G 10-Mar
- 2008G 28-Apr
- 2009G 12-May
- 2010G 09-Jun
- 2011G 23-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Intermediate Photoshop

Includes tools, scanning, masks, styles and pattern maker. For students who already have the Introductory knowledge.

1 day (6 hour) courses

- 2100G 03-Oct
- 2101G 21-Nov

- 2102G 30-Jan.
 - 2103G 13-Mar
 - 2104G 15-May
 - 2105G 26-Jun
- Mon 10.00-17.00
Fee: £53, Concs: £13, Business: £80

Project Modules

Introduction to Project

Project concepts and environment; managing project files, resources, tasks, adjustments, tracking progress.

1 day (6 hour) courses

- 2000J 30-Sep
- 2001J 11-Nov
- 2002J 27-Jan
- 2003J 03-Mar
- 2004J 12-May
- 2005J 16-Jun

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

Intermediate Project

Builds on the areas covered by the introductory course to enable greater productivity.

1 day (6 hour) courses

- 2100J 02-Dec
- 2101J 24-Mar
- 2102J 07-Jul

Fri 10.00-17.00

Fee: £53, Concs: £13, Business: £80

New: Introduction to Reason

A short and easy introduction to this popular music production package on the PC. The emphasis will be “hands-on” and making your music in the home studio.

1 day (6 hour) course

- 2000T 17-Oct
- 2001T 14-Nov
- 2002T 13-Feb
- 2003T 06-Mar
- 2004T 19-Jun

Mon 10.00-17.00

Fee: £53, Business: £80

Introduction to Visual Basic Programming

A short introduction to using the popular environment for building Windows applications. Courses at a slightly higher level will follow if students register their interest. See also Visual Basic Programming in Excel.

2 day (12 hour) course

- 2000V 26-Sep/28 Sep
- 2001V 23-Jan/25 Jan
- 2002V 08-May/10 May

Mon and Wed 10.00-17.00

Fee: £107, Concs: £26, Business: £161

Short modular courses' start dates and standard fee.

- Concessionary students pay no fee for beginners and many introductory courses.
- Business students add approx 50% - see course listings

Starter Courses

Course title: Beginners' Computing 2 day

Days(hrs): 2 (12)

Fee: 107

Sep13; Nov 21; Jan 10; Mar 13; Apr 25; Jun 26

Course title: Beginners' Computing 6 day

Days(hrs): 6 (18)

Fee: 160

Sep 12; Oct 31; Jan 9;Feb 20; Jun 5

Course title: Beginners' Computing 4 day

Days(hrs): 4 (12)

Fee: 107

Apr 24

Course title: Windows Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 12; Oct 31; Jan 9; Feb 20; Apr 24; Jun 5

Course title: Windows Introduction Eve

Days(hrs): 2 (6)

Fee: 53

Sep 19; Jan 16; Apr 24

Course title: Internet Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 26; Nov 14; Jan 23; Mar 6; May 15; Jun 19

Course title: Multimedia Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 12 and 29; Oct 31; Jan 9 and 26; Feb 20; Apr 24; May 11; Jun 5

Desktop Applications

Course title: Access Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 15; Oct 6; Nov 3 and 24; Jan 12; Feb 2 and 23; Mar 16; Apr 27;
May 18; Jun 8 and 29

Course title: Access Introduction Eve

Days(hrs): 2 (6)

Fee: 53

Oct 10; Feb 6; May 22

Course title: Access Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Sep 22; Oct 13; Nov 10; Dec 1; Jan 19; Feb 9; Mar 2 and 23; May 4
and 25; Jun 15; Jul 6

Course title: Access Intermediate Eve

Days(hrs): 2 (6)

Fee: 53

Nov 21; Mar 13; Jun 26

Course title: Access Advanced Day

Days(hrs): 1 (6)

Fee: 53

Oct 20; Dec 8; Feb 16; Mar 30; Jun 1; Jul 13

Course title: Excel Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 14; Oct 5; Nov 2 and 23; Jan 11; Feb 1 and 22; Mar 15; Apr 26;
May 17; Jun 7 and 28

Course title: Excel Introduction Eve

Days(hrs): 2 (6)

Fee: 53

Oct 3; Jan 30; May 15

Course title: Excel Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Sep 21; Oct 12; Nov 9 and 30; Jan 18; Feb 8; Mar 1 and 22; May 3 and 24; Jun 14; Jul 5

Course title: Excel Intermediate Eve

Days(hrs): 2 (6)

Fee: 53

Nov 14; Mar 6; Jun 19

Course title: Excel Advanced Day

Days(hrs): 1 (6)

Fee: 53

Oct 19; Dec 7; Feb 15; Mar 29; May 31; Jul 12

Course title: Visual Basic in Excel Day

Days(hrs): 1 (6)

Fee: 53

Dec 5; Mar 27; Jul 10

Course title: PowerPoint Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 16; Oct 7; Nov 4; Jan 13; Feb 3 and 24; Apr 28; May 19; Jun 9

Course title: PowerPoint Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Nov 25; Mar 17; Jun 30

Course title: Word Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 13; Oct 4; Nov 1 and 22; Jan 10 and 31; Feb 21; Mar 14; Apr 25; May 16; Jun 6 and 27

Course title: Word Introduction Eve

Days(hrs): 2 (6)

Fee: 53

Sep 26; Jan 23; May 8

Course title: Word Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Sep 20; Oct 11; Nov 8 and 29; Jan 17; Feb 7 and 28; Mar 21; May 2 and 23; Jun 13; Jul 4

Course title: Word Intermediate Eve

Days(hrs): 2 (6)

Fee: 53

Nov 7; Feb 27; Jun 12

Course title: Word Advanced Day

Days(hrs): 1 (6)

Fee: 53

Oct 18; Dec 6; Feb 14; Mar 28; May 30; Jul 11

Other Desktop Applications

Course title: Outlook Day

Days(hrs): 1 (6)

Fee: 53

Oct 21; Feb 17; Jun 2

Course title: Project Day Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 30; Nov 11; Jan 27; Mar 3; May 12; Jun 16

Course title: Project Day Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Dec 2; Mar 24; Jul 7

Desktop Publishing

Course title: Publisher Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 19; Oct 17; Nov 7; Jan 16; Feb 13 and 27; May 8 and 22; Jun 12

Course title: Publisher Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Dec 5; Mar 27; Jul 10

Course title: QuarkXPress Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 23; Oct 21; Nov 18; Jan 20; Feb 17; Mar 10; May 5; Jun 2 and 23

Course title: QuarkXPress Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Dec 9; Mar 31; Jul 14

Course title: InDesign Introduction Day

Days(hrs): 1 (6)

Fee: 53

Oct 14; Feb 10; May 26

Course title: Photoshop Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 16 and 30; Nov 4 and 18; Jan 13 and 27; Feb 24; Mar 10; Apr 28;
May 12; Jun 9 and 23

Course title: Photoshop Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Oct 3; Nov 21; Jan 30; Mar 13; May 15; Jun 26

Web Design Courses

Course title: FrontPage Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 19; Oct 5; Nov 7 and 23; Jan 16; Feb 1 and 27; Mar 15; May 22;
Jun 12 and 28

Course title: FrontPage Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Oct 10; Nov 28; Feb 6; Mar 20; Jul 3

Course title: Dreamweaver Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 23; Oct 7; Nov 11; Jan 20; Feb 3; Mar 3 and 17; May 5 and 19; Jun
16 and 30

Course title: Dreamweaver Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Oct 14; Dec 2; Feb 10; Mar 24; May 26; Jul 7

Course title: Flash Introduction Day

Days(hrs): 1 (6)

Fee: 53

Sep 27; Nov 15; Jan 24; Mar 7; May 9; Jun 20

Course title: Flash Intermediate Day

Days(hrs): 1 (6)

Fee: 53

Nov 17; Mar 9; Jun 22

Course title: Website Workshop

Days(hrs): 1 (6)

Fee: 53

Dec 9; Mar 31; Jul 14

Other Courses

Course title: V B Programming Introduction Day

Days(hrs): 2 (12)

Fee: 107

Sep 26; Jan 23; May 8

Course title: Reason Introduction Day

Days(hrs): 1 (6)

Fee: 53

Oct 17; Nov 14; Feb 13; Mar 6; Jun 19

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Getting there

The centre is off Southampton Row, via Cosmo Place. Vehicular access is via Great Ormond Street or Old Gloucester Street. Parking is difficult and expensive except after 18.30 weekdays and 13.30 Saturdays.

Public transport

The nearest underground stations are Russell Square, Holborn and Tottenham court Road.

- Buses that stop on Southampton Row: 59, 68, 91, 168, 188
- Buses that stop on Kingsway: 1, 171, 243, 521
- Buses that stop on Theobald's Road: 19, 38, 55, 243
- Buses that stop on High Holborn: 8, 25, 242, 521
- Buses that stop on Red Lion Square: 8, 25, 98, 242, 521

The Mary Ward Centre

42 Queen Square London WC1N 3AQ

Tel: 020 7269 6000

Fax: 020 7269 6001

Enrolment Fax: 020 7269 06002

Minicom: 020 7269 6010

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Transcribed by: **A2i Transcription Services**

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